



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
"NDMA Bhawan", A-1 Safdarjung Enclave,
New Delhi -110029



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**Engagement of Consultants in National Disaster Management Authority
(NDMA) on contract basis**

National Disaster Management Authority (NDMA) has been constituted by Government of India under the Disaster Management Act' 2005 to coordinate its efforts towards Disaster Management, The DM Act, 2005 enjoins on NDMA the responsibility to lay down policies and guidelines for disaster management and to enable timely and effective response to Disasters. This involves prevention, mitigation, capacity building, preparedness and response natural and man made disasters.

In order to assist NDMA in discharging its responsibility, NDMA invites applications from persons with qualification and expertise in the country to act as Consultants to the NDMA in the following fields:

- (i) Chemical Disaster
- (ii) Flood and River Erosion
- (iii) Avalanches & Landslide
- (iv) Urban Flooding
- (v) Micro-finance and Risk Insurance
- (vi) Gender & Mock Exercise
- (vii) Mock Exercise (Gen)

Job profile for Consultants in these fields are available at NDMA's website at <http://ndma.gov.in>.

NDMA invites applications from individuals along with their Bio-data to be sent to Under Secretary (Admn.), National Disaster Management Authority, A-1, Safdarjung Enclave, New Delhi - 110 029 within 30 days from the date of publication of advertisement in the Employment News. The terms and conditions along with eligibility criteria for the Consultants and format for submission of Bio-data are available at NDMA website at <http://ndma.gov.in>

Job profile for Consultant (Flood & River Erosion)

1. To coordinate the activities of various Central Ministries/Departments and the State Governments in regard to follow-up of the activities/action points proposed in the **National Disaster Management Guidelines on Flood Management** released in January 2008.
2. To supervise the activities regarding the **Brahmaputra River erosion study** awarded to IIT-R and to coordinate the activities of various stakeholders like IIT-R, State Government of Assam, etc.
3. To coordinate the activities regarding the formulation of the **National Flood Risk Mitigation Project**. The National Flood Risk Mitigation Project aims at assisting the central ministries, departments and state governments to address the issues of preparedness and mitigation of floods to minimise the vulnerability to floods and the consequent loss of lives, livelihood systems, property and damage to infrastructure and public utilities.
4. Evolve a **monitoring and coordination framework** amongst the associated stakeholders associated with the implementation of the activities under the **NFRMP**.
5. Facilitate formulation of **policies, plans and programmes** pertaining to Flood management.
6. The Consultant shall be responsible for **monitoring** the **flood situation** in the Country and suggest to NDMA appropriate **measures for mitigation** of flood damages in rescue, relief and reconstruction programme to be taken by the concerned Ministries/ Organizations of the Central Govt. and the State Govts.
7. The Consultant will assist in identifying the places for **mock drills** on Floods and will also work out the schedule, outline of the activities and other necessities.
8. For effective and efficient management of floods, **training** to individuals/ communities and personnel's has to be imparted as floods is one of the most devastating disasters which the country has to face on a regular basis. The strategy therefore would have to consist of
 - I. Building a scientific database
 - II. Building a large R & D capacity
 - III. Human resource development

The Consultant will work out the schedule for training, course outline, and will identify the key institutions and organizations working in the desired area.

Job profile for Consultant (Avalanches & Landslides)

1. To coordinate the activities of various Central Ministries/Departments and the State Governments in regard to follow-up of the activities/action points proposed in the **National Disaster Management Guidelines on Landslides & Avalanches Management** released in June 2009.
2. To coordinate the activities regarding the formulation of the **National Landslides Risk Mitigation Project**. The National Landslides Risk Mitigation Project aims at assisting the central ministries, departments and state governments to address the issues of preparedness and mitigation of landslides to minimize the vulnerability to landslides and the consequent loss of lives, livelihood systems, property and damage to infrastructure and public utilities.
3. Evolve a **monitoring and coordination framework** amongst the associated stakeholders associated with the implementation of the activities under the **NLRMP**.
4. Facilitate formulation of **policies, plans and programmes** pertaining to landslides management.
5. The Consultant shall be responsible for **monitoring the Landslide occurrence** and suggest to NDMA appropriate **measures for mitigation** of landslides & Avalanches damages in rescue, relief and reconstruction programme to be taken by the concerned Ministries/ Organizations of the Central Govt. and the State Govts.
6. The Consultant will assist in identifying the places for **mock drills** on landslides and will also work out the schedule, outline of the activities and other necessities.
7. For effective and efficient management of landslide, **training** to individuals/ communities and personnel's has to be imparted The strategy therefore would have to consist of
 - Building a scientific database
 - Building a large R & D capacity
 - Human resource development

The Consultant will work out the schedule for training, course outline, and will identify the key institutions and organizations working in the desired area.

Job profile for Consultant (Chemical Disaster)

1. For coordinating follow up action of Chemical (Terrorism) Guidelines Preparation of Plans
2. Approval of Plans received from various Ministries and Departments.
3. Conduction of National Awareness Programmes through Conferences/Workshops/Seminars/Interactive sessions
4. Interactions with Central Ministries/Departments
5. Interaction with Centre and States to facilitate their implementation activities
6. Providing technical supports for chemical mock exercises: Designing and testing of various worst case scenarios and documentation If lessons learnt.
7. Organizing interactive sessions with NGOs/International bodies for conceptualizing on newly emerging risk areas and development of strategies to reduce the probable risks
8. Coordinating visits to various chemical installations to access risk therein and to develop required recommended specific to that model system.
9. Developing DM (Man-made disaster) concepts for implementation at grass root levels for management of chemical disasters.
10. Conduction of table top exercises for decision makers to enhance the CDM management capabilities based on the need assessment analysis.
11. Scientific publication
12. Knowledge management activities
13. Developing training modules for all stakeholders.

Any other task assigned by the NDMA.

Job profile for Consultant (Gender & Mock Exercise)

The tasks to be performed by the Consultant (Gender Issues) is as under:-

1. Develop guidelines for Disaster Management Practitioners to mainstream gender issues in all the phases of Disaster Management as a cross cutting theme (relief, rehabilitation and reconstruction, prevention, mitigation and preparedness).
2. Develop training modules to mainstream gender and multi hazard Disaster Management, especially in Community Based Disaster Management.
3. Facilitate training programmes in partnerships with various training institutes/ agencies/ organizations etc. to train women elected representatives in Urban and Rural Local Bodies.
4. Coordinating with various Ministries /Authorities for mainstreaming Gender and Disaster Management
5. Support NDMA in developing policies on awareness generation on various hazards (print, electronic and folk media).
6. Support various Secretariats within NDMA to address gender related issues in work related to their field.
7. Ensure that all the guidelines and publications published by NDMA are gender sensitive.
8. Ensure gender budgeting in programmes and projects of NDMA
9. Keep NDMA informed of the latest initiatives /developments in the field of gender at national /international levels.
10. Sensitize all divisions of NDMA on gender issues and coordinate with them.
11. Assist NDMA in internalizing best practices wherever appropriate.
12. Provide support for meetings/conferences/workshops on gender issues in Disaster Management.
13. Evolve monitoring mechanisms, including quantitative parameters for affirmative, participative and sensitive implementation of gender strategies at both planning and implementation levels.
14. Ensure that gender emerges as a cross cutting theme in all the tasks taken up by NDMA to the extent possible.
15. Any other related work pertaining to the subject of gender.

Job profile for Consultant (Micro Finance and Risk Insurance)

The consultant will be involved in preparation of National Guidelines on Micro Finance and Insurance (Risk Transfer). The consultant should be familiar with the subject in general and particularly with reference to Disaster Management. In the process he will engage himself in the following activities:-

1. Review the past measures in the country and outside and to assess the present status and gaps and consider measures for improvement.
2. Collection of research studies and reports available on this subject both nationally and internationally.
3. Collection of information on best practices of Micro Finance activities and Insurance programmes at national and international level.
4. Documentation of success and failure events of disaster management practices based with reference to the subject.
5. Compilation of all relevant information required as inputs for preparation of Guidelines.
6. Assist in organizing Workshops and Core Group Meetings.
7. Visit to states and attend workshops and meetings for interaction with state officials, Micro Finance Organisations and Insurance Companies.
8. Preparation of minutes and reports of the workshops and meetings.
9. Coordination with the Core Group members and relevant stakeholders in formulating strategies and preparing the National Guidelines.
10. Compilation of the inputs from the experts and preparation of the draft guidelines.
11. Circulation of draft guidelines to all concerned for their feedback.
12. Analysis of feedback received from the experts and discussion at proper level for incorporation of these in guidelines.

Job profile for Consultant (Urban Flooding)

The consultant will be involved in preparation of National Guidelines on Management of Urban Flooding. In the process of preparation of national guidelines he will engage himself in the below mention activities:-

1. Assessment of Management of Urban Floods of the country to ascertain its current status and gaps.
2. Compilation of all relevant information required as inputs for preparation of Guidelines.
3. Collection of information on best practices of urban flood management activities at national and international level.
4. Review and research studies and reports available on the subject of Urban Flooding both nationally and internationally.
5. Assist NDMA in organizing Workshops and Steering Committee Meetings.
6. Visit to states and attend regional workshops and state level workshops as and when required for interaction with state officials and participants on the subject.
7. Preparation of minutes and reports of the workshops and meetings.
8. Coordination with the steering committee members and relevant stakeholders in formulating strategies and preparing the National Guidelines.
9. Compilation of the inputs from the experts and preparation of the draft guidelines.
10. Circulation of draft guidelines to all concerned for their feedback.
11. Analysis of feedback received from the experts and discussion at proper level for incorporation of these in guidelines.

Job profile for Consultant (Mock Exercise)

The tasks to be performed by the Consultant (Mock Exercise) is as under:-

1. To assist in formulation of national training policy, requiring review of such policies in other lead countries of the world and adopting best practices to suit indigenous systems.
2. To coordinate and facilitate innovative training skill of disaster management, being carried out in various organizations/ educational institutions, agencies, for synergizing and standardization of training.
3. To identify the Hazard/Disaster prone areas and to conduct of mock exercise. Co-ordinate with states, organization, education institute and public, private organization/ company while conducting mock exercise.
4. To involve community in disaster preparedness, planning, awareness, response and recovery both at National and Local level and make community and other stake holders aware of their capabilities in different area of Disaster Management.
5. To identify policy measures that would contribute towards building national and Local level capability in managing disaster and educate community towards Risk Reduction and Preparation in different disasters.
6. To make Community/ Industry understand the importance of preventive training and mock exercise there by becoming self reliant in handling disaster.
7. Any other task assigned by the NDMA.

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Application for Consultant (_____)

Bio-Data Pro Forma

1. Name and Address in Block letters : _____
2. Date of Birth (in Christian era) : _____
3. Date of retirement under Central/
State Government rules : _____
4. Educational Qualification : _____
5. Whether Educational and other Qualifications required for the post are Satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Qualifications/ Experience required

Qualifications/Experience possessed by the officer

Essential (1)

(2)

(3)

Desired (1)

(2)

(Add additional sheet if necessary)

6. Please state clearly whether in the light

Of entries made by you above, you meet

the requirements of the post : _____

7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

| Office/instit./ Orgn. | Post held | From | To | Scale of Pay and basic pay | Nature of duties |
|--------------------------|-----------|------|----|----------------------------|---------------------|
|--------------------------|-----------|------|----|----------------------------|---------------------|

8. Nature of present employment, ie.,
ad hoc or temporary or permanent : _____

9. In case of the present employment is
held on deputation/contract basis,

please state:-

(a) The date of initial appointment : _____

(b) Period of appointment on deputation/ Contract _____

(c) Name of the parent office/organization to
which you belong : _____

10. Additional details about present employment: _____
Please state whether working under:-

(a) Central Government _____

(b) State Government _____

(c) Autonomous organizations _____

(d) Government Undertakings _____

(e) Universities _____

11. Are you in Revised Scale of Pay? If yes, give the date
from which the revision took place and also indicate the
pre-revised scale: _____

12. Total emoluments as per month now drawn : _____

13. Additional information, if any, which you would like to
mention in support to your suitability for the post. Enclose
a separate sheet, if the space is insufficient: _____

14. Whether belongs to SC/ST: _____

15. Remarks : _____

Signature of the Candidate

Date : _____

Countersigned: _____

Address _____

(Employer)

Procedure and Guidelines for engagement of non-official Consultants in National Disaster Management Authority (NDMA) on contract basis

The Scheme of engagement of Consultants in the NDMA shall henceforth be regulated as per the following guidelines:-

1. General Conditions for engaging Consultants:-

1. Consultants would be engaged for a fixed period and providing high quality services to the NDMA and for attending to **specific and time-bound jobs**. Professionals with requisite qualifications and experience as prescribed would be hired as Consultants. Retired Government employees with relevant experience would also be eligible for selection as Consultants.
2. The contractual appointment of Consultants would be initially for a period of one year and extension decided as per requirement of time frame. The contractual appointment of Consultants would be on full-time basis.
3. The Contractual appointment of Consultants is of a temporary nature and the appointment can be cancelled at any time by the NDMA without assigning any reason after following due procedure.

2. **Educational Qualification for Consultants:-** The total number of Consultants to be engaged in various Divisions of the NDMA shall be determined from time to time and separately notified. The consultants would be engaged at three (3) levels indicated, as below :-

(i) Junior Consultants:

- a) This would consist of professionals having degree in relevant subjects or technical qualifications like B.Tech, MBBS, MBA or equivalent and minimum post qualification experience of three (3) years in the requisite field. Persons with M.Phil or additional qualifications, research experience, published papers would be preferred

OR

- b) Retired Government employees with Grade pay of Rs.6600 with experience in the desired area of Disaster Management would also be eligible for this position.

(ii) Consultants:

- a) This would consist of professionals having Master degree in relevant subjects or technical qualification like B.Tech, MBBS, MBA equivalent and minimum post qualification experience of Six (6) years in the requisite field. Persons with M.Phil or additional qualifications, research experience, published papers would be preferred.

OR

- b) Retired Government employees with grade pay of Rs.7600 with experience in the desired area of Disaster Management would also be eligible for this position.

(iii) Senior Consultants :

- a) This would consist of professionals having a M.Phil/M.Tech/MD degree and minimum post qualification experience of Ten (10) years in the requisite field. Persons with additional qualifications, research experience, published papers would be preferred.

OR

- b) Retired Government employees with Grade pay of Rs.8700/8900/10000 and above with experience in the desired area of Disaster Management would also be eligible for this position.

3. Age-limit :- The maximum age limit shall be 65 years.

4. Entitlements of consultants

4.1 Fee:- The maximum amount of monthly consolidated fee payable to different categories of Consultants shall be as under:-

- | | | |
|-------------------------|---|-------------|
| (i) Junior Consultant | - | Rs.25,000/- |
| (ii) Consultant | - | Rs.33,000/- |
| (iii) Senior Consultant | - | Rs.38,000/- |

4.2 Drawal of pension:- A retired Government Official appointed as Consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as Consultant. His engagement as Consultant shall not be considered as a case of re-employment.

4.3 **Allowances:-** The Consultants shall not be entitled to any allowance.

4.4 **Leave :-** Consultants shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in Year (calculate on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. Then Authority would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.

4.5 **TA/DA:-** No TA/DA shall be admissible for joining the assignment or on its completion. Consultants will not be allowed foreign travel at Government expenses. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work as indicated below:-

| Designation | TA/DA Entitlement |
|----------------------------------|---|
| Junior Consultant | 2nd AC by Rail. |
| Consultant/ Senior Consultant | 2nd AC by Rail or Economy class by Air. |
