

	<p style="text-align: center;">F. No. 01-03/2023-Admn Government of India NATIONAL DISASTER MANAGEMENT AUTHORITY NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi –110 029 Tel. No. 26701700</p>	
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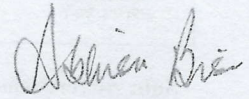
Sub: Advertisement for the position of Senior Consultant (Disaster Data Base) in National Disaster Management Authority (NDMA) on contract basis.

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.	Senior Consultant (Disaster Data Base)	Contractual	1 (One)	<p>Essential :- Master's degree in Social Sciences or Disaster Management or Computer Applications (MCA) related discipline with a strong background in Data Science, Statistics, Mathematics, Economics, Disaster Management, GIS, or any other related discipline.</p> <p>Or</p> <p>Bachelor of Technology (B.Tech) or Engineering (B.E) in Computer Science or Information Technology with a strong background in Data Science, Statistics, Mathematics, Economics.</p> <p>Desirable:- (a) Person with Technical education (as defined by All India Council for Technical Education – AICTE), M. Phil and Ph.D (in DRR related fields) in the relevant fields or Research experience, published papers and post qualification experience in the relevant field would be preferred Ph.D in DRR related fields and from a reputed university shall be given additional weightage.</p> <p>(b) Candidates must have sound understanding and knowledge of issues relating to data management.</p>	<ul style="list-style-type: none"> 5-10 years of relevant post qualification work experience in managing/ dealing with data related to Disaster Management. <p>Desirable:- The applicant should have worked with a government agency, leading regional/ international organization, or a public sector agency.</p> <p>The applicant should have involved in multi stakeholder coordination and worked on data analysis.</p> <p>The applicant should have experience of setting up the databases.</p>	<ul style="list-style-type: none"> Maximum 50 years. For retired employees from central government upper age limit shall be 62 years.

- Remuneration Band** Rs. 1,25,000/- to 1,75,000/- per month for Senior Consultant. Remuneration, Allowances, Leave entitlement, Maximum terms of appointment in respect of retired Central Government Employees engaged as Senior Consultant on Contract basis in NDMA shall be regulated as per the provisions laid down in Ministry of Finance, Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December, 2020.
- The detailed terms and conditions and eligibility criteria (educational qualifications, age, experience etc) for engagement of above position are indicated in the Term of References (ToR) of the above position and may be seen on NDMA website at <http://ndma.gov.in>.
- Essential /desirable educational qualifications and experiences will be verified with original certificates.

5. Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith statement of purpose (SOP) in maximum 250 words, recent passport photograph and copies of certificates establishing their educational qualification, experience to Shri Abhishek Biswas, Under Secretary (Admn.), National Disaster Management Authority, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029, Phone No. 011-26701700 within **20 days** from the date of publication of advertisement in the employment news.



(Abhishek Biswas)
Under Secretary (Admn)

Sl. No.	Name of the Candidate	Educational Qualification	Experience	Remarks

**National Disaster Management Authority
Government of India**

Terms of Reference

Position: Senior Consultant (Disaster Data Base)

Sl. No.	Description	Details
1.	Name of the Division	Policy & Plan Division, NDMA
2.	Title of the position	Senior Consultant (Disaster Data Base)
3.	No. of vacancy	01
4.	Purpose of Assignment	<p>Background</p> <p>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.</p> <p>NDMA is taking various steps to develop a comprehensive disaster database can be at the national level and state level. Few of the initiatives by Government of India and State Government are as</p>

under.

NDMIS: The National Disaster Management Information System (NDMIS) is a comprehensive online application, being developed to capture disaster damages and the losses effectively and also for monitoring of funds disbursement under State Disaster Response Fund (SDRF) and National Disaster Response Fund (NDRF) to States for relief activities in case of disasters. The online System will track the impacts of hazards for the entire country upto district level.

The online system has two components. The first component is for reporting the data related to State Disaster Response Fund (SDRF) and National Disaster Response Fund (NDRF) from the districts to state, and from state to centre. This will improve data transparency, data availability, data authenticity and data consolidation at central level related to the allotment and utilisation of SDRF and NDRF. This module has already been launched and is in use by the states.

The second component is for capturing disaster damage and losses and also for monitoring the Sendai Framework for Disaster Risk Reduction (SFDRR) target A to D. Under this component, parameters such as death, injury, affected population by categories, economic losses in sectors such as education, health, housing, agriculture, industries, critical infrastructure such as roads, bridges and building, cultural heritages etc. will be captured. The data will be disaggregated by geographical, administrative unit, gender, disability and by the type of Disasters. The state and their respective districts will be responsible to enter the data of their local disasters. This module will be used by states for daily disaster reporting i.e. for the daily situation reporting. Besides this will enable to monitor the national implementation progress of the Sendai Framework for DRR (Targets A to D).

NDEM: The second initiative is known as the National Database for

		<p>Emergency Management (NDEM), which is supported by the MHA and being implemented by National Remote Sensing Centre (NRSC), ISRO. The database is based on information generally collected through remote sensing images.</p> <p><u>Loss and Damage Data</u>: The third initiative is collecting Loss and Damage data derived from climate change and variability.</p> <p><u>DesInventar</u>: DesInventar methodology is supported by UNDRR. There is a need to learn from the experience of setting up these databases.</p>
5.	Duration	Initially, a successful candidate will be given a 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, satisfactory Annual Performance Review based on clearly defined Key Performance Indicators.
6.	Tasks Related to Assignment & Job Description	<p>Under the guidance and direct supervision of the Joint Secretary, PP Division, NDMA, the Sr. Consultant (Disaster Database) will collect both quantitative and qualitative data on disasters (such as number of people affected or the number of houses damaged by specific disaster) and spatial location (with approximate latitude and longitude) of the same from the national, state and district level authorities / departments, collate data and prepare reports for submission on the relevant platform. In addition, she/he will assist NDMA on collecting & collating disaster data from the news agencies, various blogs and online sources, private sector agencies, civil society organizations, etc. She/He should handhold the States in setting up of databases and update the National database dynamically.</p> <p>Tasks and Deliverables:</p> <ol style="list-style-type: none"> Develop standardized data formats for disaster data collection and reporting in consultation with subject experts across the country, within the States/ UTs,

		<p>Central Ministries/ Departments, Agencies, SDMAs, and other stakeholders.</p> <ol style="list-style-type: none"> b. Collect data from various sources, without any bias, i.e., from States/ UTs, Central ministries/ departments, agencies, NDRF, NIDM, IMD, SDMAs, (this is not an exhaustive list) and other open sources at periodical intervals. c. Validate the data from various triangulation methods (cross-checking with other sources), as well as confirming from the concerned District authorities, DDMA, to verify the geographic location of the source of damage/loss (with approximate latitude and longitude) and contribute to the spatial data base on disaster database. d. Coordinate & Collate data, prepare reports as per prescribed formats (?) and obtain approvals from the competent authority for submission of data. e. Create disaster specific databases with location details, loss and damage numbers. The Consultant shall work on various aspects of developing and analyzing data on various hazards. vulnerabilities (?). f. develop protocols for periodic updation of the datasets, contribute to the online spatial data platform. g. Organize training and handholding of staff from various Ministries/Departments, States / Districts /relevant stakeholders in data collections and compilation related to DRR and contribute to generation of "spatial Loss and Damage database". h. Prepare user protocols/manuals / instructions for facilitating feeding data by States/ Districts. i. Support NDMA in preparation of relevant information to be reported to Central Government / Multilateral agencies j. Support NDMA in deciding program and project indicators aligned to the various international disaster databases. k. Prepare annual disaster reports and disseminate to key internal and external stakeholders. l. Participate in the meeting of NDMA Task Forces, Working Groups and Committees to provide technical inputs related to data collection, collation, disaggregation and development of indicators. m. Assist NDMA in organizing workshops/seminars /meetings etc with concerned stakeholders and to put up draft minutes for approval of Competent Authority. n. Other tasks that may be necessary for overall
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		<p>management of disaster database</p> <p>o. Any other work to be assigned as per requirement, by Members and Joint Secretary in NDMA.</p>
7.	<p>Functional competencies required for the position</p>	<p>Functional competencies required for the position</p> <p>i. Promoting the vision of NDMA</p> <p>ii. Advising Leading and Supervising</p> <p>iii. Formulating concepts and strategies</p> <p>iv. Managing resources</p> <p>v. Demonstrates and safeguards ethics and integrity</p> <p>vi. Displays cultural, gender, religion, and age sensitivity and adaptability</p> <p>vii. Ability to work in a team situation and engage diverse stakeholders</p> <p>viii. Ability to plan, organise , implement and report on work</p> <p>ix. Inter-personal and communication skills</p> <p>x. Proactive engagement and dialogue</p> <p>xi. Strategic advice and communication</p> <p>xii. Excellent verbal and written communication skills</p> <p>xiii. Proficient with MS Office suite and other Software.</p>
8.	<p>Qualifications and Competencies</p>	
	<p>(A). Academic</p>	
	<p>i. Essential Qualification</p>	<p>Master's degree in Social Sciences or Disaster Management or Computer Applications (MCA) related discipline with a strong background in Data Science, Statistics, Mathematics, Economics, Disaster Management, GIS, or any other related discipline.</p> <p>Or</p> <p>Bachelor of Technology (B.Tech) or Engineering (B.E) in Computer Science or Information Technology with a strong background in Data Science, Statistics, Mathematics, Economics.</p>
	<p>ii. Desirable Qualification</p>	<p>a. Person with Technical education (as defined by All India Council for Technical Education – AICTE), M. Phil and Ph.D</p>

	s	<p>(in DRR related fields) in the relevant fields or Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph.D in DRR related field and from a reputed university shall be given additional weightage.</p> <p>b. Candidates must have sound understanding and knowledge of issues relating to data management.</p>
	iii. Work Experience	<p>5-10 years of relevant post qualification work experience in managing / dealing with data related to Disaster Management.</p> <p>Desirable</p> <p>The applicant should have worked with a government agency, leading regional/ international organization, or a public sector agency.</p> <p>The applicant should have involved in multi stakeholder coordination and worked on data analysis.</p> <p>The applicant should have experience of setting up the databases.</p>
	iv. Language Proficiency	<p>Fluency in written and spoken English is required for this position.</p>
	(B). Upper Age Limit	<ul style="list-style-type: none"> Maximum 50 years. For retired Govt. employees, the upper age limit shall be 65 years with grade Pay of Rs. 8,700/- (Pre-revised)/Level-13 (7th CPC) with minimum 7+ years experience in the relevant fields.
9.	Remuneration Band	<p>Rs. 1,25,000/- — Rs. 1,75,000/- per month*</p> <p>*Remuneration, Allowances, Leave entitlement, Maximum terms of appointment in respect of retired Central Government Employees engaged as Consultant on Contract basis in NDMA shall be regulated as per the provisions laid down in MoF, DoE OM No. 3-25/2020-E.III.A dated 09/12/2020."</p>

10.	Reporting Mechanism	Sr. Consultant shall report to JS/Advisor, NDMA
11.	Schedule of completion of Tasks	The Senior Consultant shall complete the assigned tasks in a time bound manner. It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA.
12.	Termination of Contract	The engagement of Consultants at NDMA is of a temporary nature and NDMA can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, it will provide one month's notice to the Individual Consultant. The Individual Consultant can also seek the termination of the contract upon giving one month notice to NDMA.

Application of engagement as Consultant in the National Disaster Management Authority.

Post applied for : _____

(1) Name : _____

(2) Father's Name :- _____

(3) Sex (Male / Female) : _____

(4) Date of Birth _____ Age _____ Years.

(5) Category : SC/ST/OBC/General/Any Other (Pls. specify) _____

(6) Contact Address :- _____

(7) Permanent Address :- _____

(8) E-mail : _____ Phone _____

(9) Education (College education in reverse chronological order) (Pls add rows if required) :

S No.	Year	Degree/ Diploma	University/ Institution	Division/ GPA	Subjects

(10) Experience (in reverse chronological order) (Pls add rows if required)

S No.	Period			Organization / Institution	Nature of work	Accomplishments
	From	To	Total			

(11) Trainings: _____

(12) Publications:- _____

Recent Passport
size
Photograph

- (13) Awards / recognitions: - _____
- (14) Membership of Professional Bodies/ Associations: - _____
- (15) Retired Government staff (Pls indicate Pay/Pay band) :- _____
- (16) References (Name, Designation, Institution, address, e-mail and Phone Number) :-

(1) : _____ (2) : _____

I have carefully gone through the advertisement and I am well aware that the information furnished above is duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the position. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date _____

Signature _____

* Application form is to be submitted alongwith Statement of Purpose (SoP) in 250 words (maximum) and copies of certificates establishing educational qualifications, work experiences, trainings participated etc.