



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
NDMA Bhawan, A-1, Safdarjung Enclave,
New Delhi -110 029
Tel. No. 26701796, 26701834 (Fax)

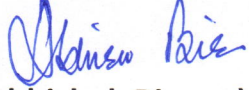


F.No. 01-05/2023-Admn

Dated 20/03/2023

Engagement of 1 Short Term Senior Consultant for a period of 3 months 27 days is approved.

The Concern may upload the advertisement for a week on NDMA website.


(Abhishek Biswas)
Under Secretary (Admn)

Encl. // TOR

National Disaster Management Authority
Government of India

Terms of Reference

Position: Senior Consultant (Drought & Heat Wave) Short Term

Sl. No.	Description	Details
1.	Name of the Division	Policy & Plan Division, NDMA
2.	Title of the position	Senior Consultant (Drought & Heat Wave)
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>Specialist inputs in relevant discipline / areas of disaster management need to be provided to NDMA by Consultants / Sr. Consultants / Lead Consultants. They will provide domain specific technical assistance in formulation of guidelines / conduct of subject related training / other inputs on the subject from time to time as per requirements.</p> <p>The Sr. Consultant will assist NDMA in facilitating preparation of domain specific (Drought & Heat Wave) policies, plans and guidelines and revision thereof. He will monitor the domain specific disaster situation in the Country on regular basis and suggest to NDMA appropriate mitigation measures to be taken by the concerned Ministries/Organizations of the Central Govt. and the States/UTs. He shall assist NDMA in organizing domain specific workshops/ seminars/ consultations etc with concerned stakeholders for efficient disaster management.</p>

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5.	Duration	3 Months 27 days
6.	Tasks Related to Assignment & Job Description	<p>Under the guidance and direct supervision of the Joint Secretary, PP Division, NDMA, the Sr. Consultant (Drought & Heat Wave) will provide technical assistance to NDMA in formulation and implementation of policies, strategies and guidance related to drought / heat wave events and to support coordination with the IMD, Central and State government agencies, SDMAS and DDMA. In addition, the Sr. Consultant will assist NDMA on developing preparedness and mitigation projects and organizing training and capacity building activities.</p> <p>Tasks and Deliverables:</p> <ol style="list-style-type: none"> a. Obtain and submit periodical reports on domain specific (Drought & Heat Wave) reports from Central Ministries/Departments and States/ UTs. b. Preparation / Revision of domain specific Policies, Plans and Guidelines. c. Follow up on action points proposed in the National Disaster Management Guidelines on Drought & Heat Wave. d. Identify plans/projects for community-based drought proofing and rejuvenation of traditional rainwater harvesting structures in the normal schemes of GoI. Identify schemes for convergence. e. Monitor the domain specific disaster situation in the country on regular basis and suggest to NDMA appropriate measures for mitigation to be taken by the concerned Ministries/ Departments/ Organizations of the Central Government or States / UTs. f. Create a domain specific disaster database. g. Strategy to be prepared for effective and efficient domain specific disaster management in the country. h. To stay abreast of domain specific policies and programmes of Government of India and make recommendations to ensure that these are implemented effectively within the context of post-disaster recovery programmes in the country. i. Prepare a status note on R & D capacity and Human resource development and make a report suggesting steps to upgrade these capacities. Work out schedules for training, course outline, and identify the key institutions and organizations for such work. j. Assist NDMA in organizing workshops/seminars /meetings etc with concerned stakeholders for efficient drought & Heat Wave management and to put up draft minutes for approval of Competent Authority.

		<p>k. Other tasks that may be necessary for overall management of drought & heat wave.</p> <p>i. Any other work to be assigned as per requirement, by senior officers in NDMA.</p>
7.	Functional competencies required for the position	<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.	Qualifications and Competencies	
	(A). Academic	
	Essential Qualification	Master's degree in agriculture, meteorology, agro - meteorology, agro-economics, water resources management or soil conservation, Disaster Management and related disciplines.
	Desirable Qualifications	<p>a. Person with M. Phil and Ph.D in the relevant fields or 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.</p> <p>b. Candidates must have sound understanding and knowledge of issues relating to drought and heat wave and related areas.</p>
	iii. Work Experience	<p>5-10 years of relevant post qualification work experience on <u>drought and heat wave issues. Experience of working on drought and heat wave risk mitigation measures.</u></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 prepared domain specific national policies / plans / guidelines etc.</p>

		<p>The applicant should have worked on drought & heat wave issues at national level.</p> <p>The applicant should have involved in multi stakeholder coordination and worked on data analysis.</p>
	Language Proficiency	Fluency in written and spoken English is required for this position.
	(B). Upper Age Limit	<p>Maximum 50 years.</p> <p>65 years for Retired Central Government employees with Grade Pay of Rs.8700 (pre-revised) / Level – 13 (7th CPC) and above with minimum experience of 5-10 years in the relevant fields.</p>
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.
