



F. No. 01-07 /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 (Recovery & Reconstruction) and one position of Senior Consultant - Extreme Weather Events (Heat Wave, Cold Wave and other Climate Hazards such as Hailstorm) in National Disaster Management Authority (NDMA) on contract basis.

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

Sl. No.	Name of Position	Post in Nature	No. of Vacancy	Educational Qualification	Post Qualification Experience	Max. Age Limit
1.	Lead Consultant (Recovery and Reconstruction)	Contractual	1	<p>Essential :- Master's Degree in Civil Engineering, Economics, Architecture, Social Sciences, Geoinformatics, Urban Planning, Public Policy and Development Planning, Disaster Management or a related discipline.</p> <p>Or</p> <p>Retired Government employees with Grade Pay of Rs. 8700 (pre-revised)/ Level 13 (7th CPC) and above with minimum experience of 10 years in the relevant field. Candidates with experience in handling Recovery & Reconstruction programmes would be preferred.</p> <p>Desirable :- An advance degree such as Ph.D, in a relevant discipline is desirable. Candidate must have sound understanding and knowledge of issues relating to Recovery & Reconstruction.</p>	<p>1. A Candidate should have Minimum 10 years of work experience in disaster risk management, developmental projects and programmes at either policy or programme level.</p> <p>2. Working in National /International institutions on disaster risk management or implementing recovery projects is desirable.</p> <p>3. The candidate should have proven writing skills in English, as the position requires dealing with national and state agencies pertaining to disaster risk reduction and related aspects.</p>	65 years
2.	Senior Consultant – Extreme Weather Events (Heat Wave, Cold Wave, and other Climate Hazards such as Hailstorm)	Contractual	1	<p>Essential :- Post Graduate degree in Meteorology, Environmental Sciences, Agriculture, Agri-meteorology, Climate change Studies, Public Health, or Disaster Management.</p> <p>Or</p> <p>Retired 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 field. Candidates with experience in handling cold wave risk reduction and /or Heat Wave would be preferred.</p> <p>Desirable :- An advanced degree such as M.Phil, Ph.D, in meteorology, disaster management, environmental sciences or climate change. Research experience, published papers and post qualification experience in the relevant field would be preferred.</p> <p>Candidate must have sound understanding and knowledge of issues relating to Cold Wave and Heat Wave.</p>	<p>1. A Candidate should have Minimum 5-10 years of work experience in the area of meteorology, climate hazards, extreme weather events or a related field with a government agency or an organization working in the related field is required.</p> <p>2. Both the educational qualifications and work experience must prove credentials of the applicant as an established expert in the field.</p> <p>3. The candidate should have proven writing skills in English, as the position requires dealing with national and state agencies pertaining to disaster risk reduction and related aspects.</p>	50 years (For retired employees from Central Govt., the upper age limit shall be 65 years)

- Remuneration Band Rs. 2,00,000/- — 2.50,000/- p.m. for Lead Consultant (Recovery & Reconstruction) and Rs.1,25,000 — 1,75,000/- p.m for Senior Consultant – Extreme Weather Events (Heat Wave, Cold Wave, and other Climate Hazards such as Hailstorm). 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.
- The detailed terms and conditions and eligibility criteria (educational qualifications, 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>
- 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.

**Important note: Separate applications are required for each position/discipline (Field).
Incomplete application will not be considered.**

**(Abhishek Biswas)
Under Secretary (Admn)**

Application for the position of Lead Consultant/Senior Consultant 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.

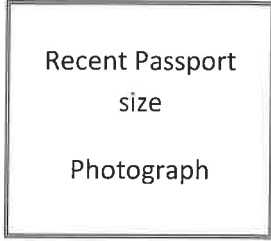
(5) Category : SC/ST/OBC/General/Any Other (Pls. specify) _____

(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 _____

**Government of India
Ministry of Home Affairs
National Disaster Management Authority
New Delhi**

No. 16/18/2021-RR

Subject: Terms of Reference

Title of the position: Lead Consultant (Recovery and Reconstruction)

Level: Lead Consultant

Budget Line / Head: Rs. 2,00,000 - 2,50,000/- per month (Remuneration in respect of retired Government employee will be fixed as per Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December, 2020.)

1. **Name of the Division:** Rehabilitation and Recovery Division

2. **Purpose / Rationale of the Assignment:**

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 to strengthen disaster preparedness and mitigation, improve disaster response and recovery, and support capacity-building activities in the country.

Disaster management

Disaster management consists of several defined functions: preparedness, response, recovery and reconstruction, and mitigation. Over time, these functions are getting differentiating further, and are emerging as areas of specialization. Recovery and reconstruction have also emerged as a very important area of disaster management, with huge public and private investments.

Often disasters such as earthquakes, cyclones, and floods cause significant damages to infrastructure, personal assets and result in disruption of essential services. Such post-disaster situations call for speedy restoration of lifeline services, livelihoods, recovery of livelihoods, and reconstruction of infrastructure and assets. Governments allocate significant resources for recovery and reconstruction.

According to UNDRR, Recovery is restoring or improving livelihoods and health, as well as economic, physical, social, cultural and environmental assets, systems and activities, of a disaster-affected community or society. These align with the principles of sustainable development and "build back better" to avoid or reduce future disaster risk. Enhancing disaster preparedness for effective response and building back better in recovery, rehabilitation and reconstruction have emerged as the fourth priority of the Sendai Framework.

The National Disaster Management Act (2005) defines reconstruction as the construction or restoration of any property after a disaster. The Ministries and the Departments of Government of India have been made responsible assisting the NDMA and the State Governments in assessing the damage from any disaster and carrying out recovery and reconstruction.

The National Policy on Disaster Management (2009) has enunciated the approach to recovery and reconstruction. According to this policy, incorporating disaster resilient features to 'build back better' will be the guiding principle in recovery and reconstruction. The policy prescribes for owner-driven reconstruction, ensuring speedy restoration of essential services and reconstruction of social infrastructure, contingency plans for reconstruction in highly disaster prone areas, livelihood restoration, and linking recovery with safe development.

The 15th Finance Commission has set up a Recovery and Reconstruction funding window within the NDRF and SDRF and has allocated 30 percent of resources for this purpose. As there is a dedicated funding window for this function, both the NDMA and SDMA need to operationalize this window and establish recovery and reconstruction as a distinct area of their functioning. At the national level, NDMA has to demonstrate its leadership by establishing systems and developing tools and methodologies for recovery and reconstruction.

Given the importance assigned to the subject of recovery and reconstruction in the country, NDMA requires the services of an experienced professional as Senior Consultant for Recovery and Reconstruction.

3. **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 (a total of three years) subject to satisfactory performance.
4. **Number of Vacancies:** One (1)
5. **Job Description / Context:** Lead Consultant, Recovery and Reconstruction, will assist NDMA in the formulation of recovery and reconstruction framework and guidelines. S/he will assist NDMA in carrying out post disaster needs assessment and launching recovery and reconstruction projects in states in collaboration with SDMA, international financial institutions, and others. Working across various interventions of NDMA, the consultant will identify opportunities for build back better approach for recovery and reconstruction. While the Consultant will work

primarily on the NDMA's programmes, s/he will also support central government ministries and departments for Post-Disaster Needs Assessment (PDNA) and designing recovery and reconstruction programmes.

6. Tasks / Deliverables:

The Lead Consultant will work in Rehabilitation & Recovery Division under the overall supervision of Joint Secretary and guidance of Member, NDMA. The Consultant will perform the following tasks:

- Assist NDMA in the formulation of recovery and reconstruction framework and guidelines.
- Provide technical advice and assistance on all matters related to recovery and reconstruction dealt by the NDMA.
- Assist NDMA, central ministries, and state governments in carrying out Post-Disaster Needs Assessments (PDNAs).
- Support NDMA and the state governments in formulation and implementation of recovery and reconstruction programmes after a disaster.
- Provide technical assistance for implementation of the Recovery and Reconstruction guidelines framed for the funding window.
- Work across various divisions of the NDMA, identify opportunities for integrating build back better approach in post-disaster recovery and reconstruction activities.
- Support NDMA in research and documentation of global good practices related to recovery and reconstruction.
- Extend support to NIDM and other technical institutions in developing training and other resource materials for recovery and reconstruction training programmes
- Participate in the meeting of NDMA Task Forces, Working Groups, and Committees to provide technical inputs related to PDNAs and recovery and reconstruction programmes
- Support in organizing training programmes, workshops, seminars, and conferences on post-disaster recovery and reconstruction
- Any other assignment/work on the subject which can be given by the concerned Member, NDMA related to the subject.

7. Qualification:

Essential	<p>Masters Degree in Civil Engineering, Economics, Architecture, Social Sciences, Geo-informatics, Urban Planning, Public Policy and Development Planning, Disaster Management or a related discipline.</p> <p style="text-align: center;">Or</p> <p>Retired Government employees with Grade Pay of Rs.8700 (pre-revised) / Level – 13 (7th CPC) and above with minimum</p>
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	<p>experience of 10 years in the relevant field. Candidates with experience in handling Recovery & Reconstruction programmes would be preferred.</p> <p>Age: Upper age limit will be 65 years (For retired Govt Servants, upper age limit also be 65 years)</p>
Desirable	An advanced degree such as Ph.D. in a related discipline is desirable. Candidates must have sound understanding and knowledge of issues relating to Recovery & Reconstruction.

8. Work Experience:

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| <ul style="list-style-type: none"> • A minimum of 10 years of work experience in disaster risk management, developmental projects and programmes at either policy or programme level. • Working in national/ international institutions on disaster risk management or implementing recovery projects is desirable • Candidates should have proven writing skills in English, as the position requires dealing with national and state agencies pertaining to disaster risk reduction and related aspects. |
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9. Competencies:

This position requires the following demonstrated functional competencies

- Promoting the vision of NDMA
- Advising, Leading, and Supervising
- Formulating concepts and strategies
- 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

**Government of India
Ministry of Home Affairs
National Disaster Management Authority
New Delhi**

No. 16/15/2021-RR

Subject: Terms of Reference

Title of the position: Sr Consultant – Extreme Weather Events (Heat Wave, Cold Wave, and other Climate Hazards such as Hailstorm)

Level: Senior Consultant

Budget Line / Head: Rs. 1,25,000 – 1,75,000/- per month
(For retired Central/ State Government Employees, upper age limit shall be 65 years. Remuneration in respect of retired Government employee will be fixed as per Department of Expenditure O.M. No. 3-25/2020-E.III.A dated 09th December, 2020).

1. **Name of the Division:** Rehabilitation and Recovery Division

2. **Purpose / Rationale of the Assignment:**

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.

Extreme weather events are occurrences of unusually severe weather or climatic conditions that can cause devastating impact on people and their assets, agricultural crops, infrastructure, and the entire natural ecosystems. According to various studies, the intensity and frequency of extreme weather events such as heat waves, cold waves, cloudbursts, etc. have been rising across the globe on account of global warming and climate change. On many occasions the extreme weather events offer limited scope for early warning generation and dissemination.

According to the IPCC Sixth Assessment Report, the climate change is bringing multiple changes in different regions. Heat waves or severe heat conditions are expected to result in drought and drought like situations, resulting in crop failure, land erosion, and increased incidence of forest fires, in addition to causing

adverse health impact on human beings, animals, and wildlife. Similarly cold waves can cause death and injury to human lives, livestock and wildlife. Untimely hailstorm and cloudbursts cause a lot of damage to crops, houses, and many structures. States governments are always called upon to respond to these extreme weather events.

In India, both heat waves and cold waves cause a lot of deaths. The people who are poor and living in substandard housing with inadequate physical protection are vulnerable to the impact of heat waves and cold waves. The extremes of temperature affect the health and well-being of the people. The cumulative deaths have run into thousands, which has evoked a lot of concern. Similarly, hailstorm and cloudbursts also cause a lot of loss, and always necessitate state response.

In view of the deaths caused by heat wave and cold wave, the NDMA has developed guidelines for managing and mitigating heat and cold waves. NDMA works closely with the State governments in implementing these guidelines. Following these guidelines, the State governments prepare action plans for dealing with heat waves and cold waves, and implement them on ground. NDMA reviews these actions plans and recommends measures which are appropriate for dealing with the incidence of heat wave and cold wave and reducing the number of deaths.

NDMA needs technical assistance of a Consultant to help it with the preparation and revision of guidelines, policies and plans related to heat wave, cold wave, hailstorm, and other localized weather disasters. As these guidelines and plans involve year-round effort, the consultant needs to be hired on a long-term basis.

3. **Duration:** 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 (a total of three years) subject to satisfactory performance.
4. **Number of Vacancies:** One (1)
5. **Job Description / Context:** Senior Consultant, Extreme Weather Events will provide technical assistance to NDMA in formulation and implementation of policies, strategies, and guidelines related to extreme weather events and to support coordination with the IMD, Central and State government agencies, SDMAs, and DDMAAs. In addition, the Consultant will assist NDMA on developing preparedness and mitigation projects and organizing training and capacity-building activities.
6. **Tasks / Deliverables:**

The Senior Consultant will work in Rehabilitation & Recovery Division under the overall supervision of Joint Secretary and guidance of Member, NDMA. The Consultant will perform the following tasks:

- Implement National Guidelines for Preparation of Action Plan- Prevention and Management of Cold Wave and Frost and National Guidelines for Preparation of Action Plan- Prevention and Management of Heat Wave;
- Provide technical assistance and advice to NDMA on all matters related to extreme weather events such as heat wave, cold wave, hailstorm, etc. as included in the guidelines.
- In coordination with IMD and other meteorological agencies, conduct risk assessments and prepare risk maps related to heat wave, cold wave, hailstorm, etc.
- Monitor heat waves, cold waves, and other extreme events, and provide briefing to the NDMA.
- In coordination with the IMD, assist NDMA in issuing early warnings to the States and districts for heat wave, cold wave, and other extreme events.
- Prepare guidelines for State and district-level response and mitigation plans for heat wave, cold wave, hailstorm, etc.
- Supervise studies and projects related to heat waves, cold waves, and other such hazard events and ensure that the action plans and mitigation plans.
- Prepare templates for Heat Action Plans at the cities and districts and coordinate the preparation of these plans.
- Develop a database of hazard events, mortality, and losses related to heat waves, cold waves, and similar events and maintain it in a geo-spatial environment.
- Organize workshops/ seminars/ webinars/ meetings/ consultations with concerned stakeholders for efficient disaster management;
- Any other assignment/ work on these subjects as per requirement by NDMA.

7. Qualification:

Essential	<p>Post Graduate degree in Meteorology, Environmental Sciences, Agriculture, Agri-meteorology, Climate Change Studies, Public Health, or Disaster Management.</p> <p>Or</p> <p>Retired 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 field. Candidates with experience in handling cold wave risk reduction and/ or Heat Wave would be preferred.</p> <p>Age: Upper age limit will be below 50 years (For retired Govt Servants, upper age limit will be 65 years)</p>
Desirable	<ul style="list-style-type: none"> • An advanced degree such as M. Phil., Ph.D. in meteorology, disaster management, environment sciences or climate change. Research experience, published papers and post

	qualification experience in the relevant field would be preferred. • Candidates must have sound understanding and knowledge of issues relating to Cold Wave and Heat Wave.
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8. Work Experience:

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| <ul style="list-style-type: none">• A minimum of 5-10 years of work experience in the area of meteorology, climate hazards, extreme weather events or a related field with a government agency or an organization working in the related field is required• Both the educational qualifications and work experience must prove credentials of the applicant as an established expert in the field.• Candidates should have proven writing skills in English, as the position requires dealing with national and state agencies pertaining to disaster risk reduction and related aspects. |
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9. Competencies:

This position requires following demonstrated functional competencies:

- Promoting the vision of NDMA
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