



F. No. 01-13 /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 Senior Consultant (Psychosocial Care and Social Vulnerability Reduction) 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 (Psychosocial Care and Social Vulnerability Reduction)	Contractual	1	Essential :- Master's Degree in Social Sciences, Social Work, Psychiatric Social Work, Psychology, Psychosocial Care and Gender Studies. Desirable :- Ph.D in Social Sciences or related subjects. Note: Retired Central Government officials with matching education and experience, who have held a position with grade pay of INR 7,600/- may also apply.	1. A Candidate should have Minimum 10 years of work experience in disaster management sector in India with a focus on psychosocial care for DRR, gender mainstreaming and vulnerability reduction. 2. Experience in design, implementation and documentation of psychosocial care programs for disaster risk reduction. 3. Both the education qualifications and work experience must prove the credentials of the applicant as an established expert in the field.	50 years. (For retired employee from Central Govt. the upper Age limit shall be 65 years)

2. Remuneration Band Rs. 1,25,000 — 1,35,000 — 1,45,000 — 1,55,000 — 1,65,000 — 1,75,000. 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. Interested individuals may send their bio-data in the prescribed proforma available on the NDMA website alongwith Statement of Purpose (SoP) in 250 words maximum 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)

Application for the position of Senior Consultant (Psychosocial Care and Social Vulnerability Reduction) 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 _____

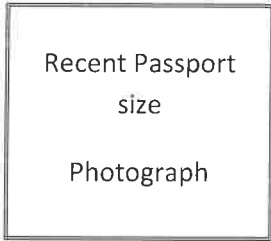
(9) Education (College education in reverse chronological order) (Pls add rows if required) :

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 _____

* 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.

TERMS AND REFERENCE OF CONSULTANT – (SR. CONSULTANT)

Psychosocial Care and Social Vulnerability Reduction

1. Purpose -:

India is highly vulnerable to disasters and there is a need to address the psychosocial needs of people affected by disasters. The emotional reactions of guilt, fear, shock, grief, vigilance, numbness, intrusive memories and despair are universal responses in all people experiencing unforeseen disastrous events beyond their carrying capacity. If these reactions are not attended on right time it would lead to higher level of psychosocial problems resulting in decreased productivity and functionality.

Also, due to certain factors, there are certain groups of people who are more vulnerable to disasters and need greater attention. Women, children, aged and the specially abled are some of the vulnerable groups who need special attention and care in all phases of disaster risk reduction.

To address these challenges, the NDMA had released the National Guidelines on Psychosocial Support and Mental Health Services in Disasters (2009) to provide direction to central ministries, state governments, and district administrations. Considering the importance of psychosocial support and mental health services for disasters in the country, NDMA requires the services of an experienced professional as Consultant (Psychosocial Care and Social Vulnerability Reduction).

2. Position (in numbers)-: Sr. Consultant - One (1) –

3. **General overview -:** 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 of India, the NDMA is mandated to lay down the policies, plans, and guidelines for disaster management, and implement various programs related to several aspects of disaster management. Since its inception, the NDMA has implemented several initiatives and programmes on strengthening disaster preparedness and mitigation, improving disaster response and recovery, and supporting capacity-building activities in the country.

Psychosocial Support and Social Vulnerability Reduction is a cross-cutting issue in disaster risk reduction. Therefore there is a need to not only address the post disaster psychosocial needs but also address the psychosocial preparedness in vulnerable areas at individual, family and community level. This is a focused area that requires specialized skills and partnership with concerned Ministries / Departments and other institutions dealing with the required expertise.

4. **Scope of work (Local, regional or pan-India) -:** Sr. Consultant (Psychosocial Care and Social Vulnerability Reduction) will provide technical assistance to NDMA in the implementation of the national guidelines linked to Psychosocial Support and Mental Health Services in Disasters and support coordination with the central and state agencies. In addition, the Sr. Consultant will assist NDMA in developing projects and programs and its implementation as well as monitoring. S/he will also undertake capacity-building and strengthening measures to increase levels of psychosocial preparedness for disasters and social vulnerability reduction in the country. The above position is at PAN –India level and it is expected that Sr. consultant will be posted at NDMA.

5. **Duty station** -: New Delhi, India.
6. **Status (Full time/Part Time/Short term or Long term)**:- Full Time (It is a full time engagement and Consultant shall not take up any other assignment during the period of consultancy with NDMA).
7. **Deliverables**:- The Sr. Consultant will work under the overall supervision of the concerned Member/ JS / Advisor, NDMA , and its deliverables are as under:
 - Effective monitoring and follow-up action strategy plan to strengthen Psychosocial Support and Mental Health Services and Social Vulnerability Reduction in disaster
 - Preparation and implementation of National guidelines on the Psychosocial Support and Mental Health Services by conduct of its Sensitization Workshops/ Training programmes.
 - Examination and Approval of National/State/District Disaster Management Plans and also Disaster Management Plans of relevant Ministry/Department/Agency pertaining to the aspects of Psychosocial Support and Mental Health Services and social vulnerability with a specific emphasis on women and children
 - Conceptualization and development of mitigation and preparedness projects pertaining to psychosocial support and mental health services and social vulnerability reduction in disasters
 - Conduct of workshops, seminars / conferences at various levels on psychosocial support and mental health services disasters and social vulnerability.
 - Coordination with states/districts authorities and conduct of mock drills with specific reference to psychosocial support and mental health services and social vulnerability
 - Capacity building for psychosocial support and mental health services for various facets of disaster and social vulnerability
 - Interaction with relevant Ministry/Department/organisation/agencies/NGOs etc. at national and state level on related matters.
 - Interaction with National Institute of Disaster Management (NIDM) and Nodal Centre's for psychosocial care to work out the various training strategies and modules specific to Psychosocial Support, Mental health services social vulnerability in disasters and related matters thereto
 - Interaction with organisations/NGOs and other agencies which work for social gender issues/ vulnerability reduction to workout training and capacity building programme
 - Interaction with NDRF/SDRF with the endeavour to ensure that in Battalions of NDRF are adequately sensitized in psychosocial support and mental health services in disasters and related matters thereto
 - Represent the national authority at National and International Forum in the Psychosocial Support, mental Health Services and Social vulnerability in disasters
 - Knowledge Management pertaining to all aspects of Psychosocial Support and Mental Health Service in disasters
 - Re-evaluation of plans and guidelines with changing global and indigenous scenarios
 - Monitoring and ensuring the implementation of the mitigation projects undertaken
 - Develop mechanism for database management of the relevant data pertaining to psychosocial support, mental health services and social vulnerability in disasters that will be the emergency itself.
 - Gather the information about various national and international best practices in the arena by participating in conferences and workshops

8. Competencies and Skills required -:

- Promoting the vision of NDMA
- Advising, and supervising
- Formulating concepts and strategies
- Managing resources
- Ability to work in a team situation and engage with 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.

9. Educational Qualifications (Essential/Desirable) and Age -:

- **Essential Qualifications:** Master's degree in Social Sciences, Social Work, Psychiatric Social Work, Psychology, Psychosocial Care and Gender Studies.
- **Desirable Qualifications:** Ph.D. in social sciences or related subjects
- The upper age limit for the candidates is 50 years, however, in case of retired employees it shall be considered as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/ 12/2020.

10. Experience -:

- Minimum 10 years of work experience in the disaster management sector of India with a focus on psychosocial care for DRR, gender mainstreaming and vulnerability reduction
- Experience in design, implementation and documentation of psychosocial care programs for disaster risk reduction
- Both the educational qualifications and work experience must prove the credentials of the applicant as an established expert in the field

Note - Retired government officials with matching education and experience, who have held a position with grade pay of INR 7,600/ may also apply. Retired Govt. employees engaged as a Consultant shall be regulated as per MoF, DoE OM No. 3-25/2020-E.III.A dated 09/ 12/2020.

11. Salary/Remuneration-: Rs. 1,25,000 – 1,35,000 -1,45,000 - 1,55,000 - 1,65,000 - 1,75,000

12. **Reporting Mechanism** -:The Sr. consultant will be working under the supervision of concerned subject Member / JS (Division Head) of NDMA. However, on time to time basis concerned division JA will guide them on handling subject related issues.
13. **Support/inputs to be provided by NDMA to facilitate consultancy** -: During the consultancy no additional support other than office equipment i.e. Desktop, Printers, Internet etc. may be provided by NDMA. However, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.
14. **Special remarks, such as travel, etc.** -: For all official tours, visit of Sr. Consultant, allowances such as TA/DA, Lodging & Boarding expenses, etc. for official tours, visit, etc. will also be provided as per the rules/regulations of GOI/NDMA.
15. **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
16. **Any additional remarks** -:

Individual Consultants will be engaged for a fixed period but not exceeding three years for providing high quality services on specific projects as per requirement of the Divisions. However, their continuation in their respective position beyond the first and second year, would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. Extension beyond three years may be considered under exceptional circumstances with the approval of Vice Chairman/ Member Secretary, NDMA. However, no extension will be given beyond the age of 65 year.