

National Disaster Management Authority
Government of India

Terms of Reference

Position – Senior Consultant (Guidelines - ME)

1.	Name of the Division	Operations Division
2.	Purpose of the Job	Short term engagement of Sr Consultant for preparation of Guidelines on Mock Exercise (ME) by NDMA
3.	Position Number	01 (one)
4.	General Overview	<p>(i) Background NDMA has been facilitating the States /UTs/ Distt/ Institutions in their preparedness and capacity building through conduct of Mock Exercises. NDMA provides a common platform to SDMAs / DDMA's, line Deptt and all the stakeholders including Central Agencies deployed in that region i.e EW Agencies, NDRF, CAPFs & Armed Forces etc.</p> <p>(ii) Need It is felt necessary that National Authority to formulate and publish Guidelines for conducting Multistate/ State/ UT/ Distt/ Organization level Mock Exercise / Table Top Exercise which will serve as referral document for States/ UTs/ Distt/ Central Ministries/ Departments/Organizations and other stakeholders to conduct MEs/TTE's. Therefore NDMA need to engage domain expert as Sr Consultant on contractual basis for short term.</p>
5.	Scope of Work	Pan India
6.	Duration of Assignment	03 Months 27 days
7.	Deliverables with timelines	Review of existing Guidelines & SOPs through consultative process : within 15 days Outline : within 30 days First draft : within 75 days Peer review : within 100 days Final draft : within 110 days
8.	Education Qualification	<p>Essential Master's or equivalent in Disaster Management / related field.</p> <p style="text-align: center;">OR</p> <p>Retired Government employees with grade pay of Rs 8700 (pre-revised) / Level – 13 and above (7th CPC). Candidate with experience in handling disaster situation would be preferred.</p>

		<p>Desirable M.Phil or Ph.D in Disaster Management or related field.</p>
9.	Work Experience	<p>Essential Minimum 05 years experience in conduct of Multistate/ States / UT/ District level Disaster related Mock Exercises and Table Top Exercise or in relevant feild.</p> <p>Desirable The applicant should have worked with a Government Agency, leading regional / international organization, or a public sector agency dealing with Disaster Management.</p>
10.	Remuneration Band	<p>Rs 125000-175000/- per month. For retired Central / States Government Employees – Last Pay Drawn Less Pension as per the provisions contained in para 6 of MoF, DoE OM No 3-25/2020-E.III.A dated 09.12.2020</p>
11.	Reporting Mechanism	Member (In-charge of Operations), NDMA.

National Disaster Management Authority
Government of India

Terms of Reference

Position – Senior Consultant (Guidelines - HADR)

1.	Name of the Division	Operations Division
2.	Purpose of the Job	Short term engagement of Consultant for preparation of Guidelines on Humanitarian Assistance & Disaster Relief (HADR) by NDMA.
3.	Position Number	01 (one)
4.	General Overview	<p>(i) Background As per section 6(2) (h) of DM Act 2005, NDMA is mandated to provide HADR support to other countries affected by Major disasters as may be determined by Central government. Accordingly, NDMA has been providing HADR support to other countries in coordination with MEA, MHA, NDRF, HQ IDS (MoD), MoH&FW and other stakeholders.</p> <p>(ii) Need National Authority need to formulate and publish Guidelines for HADR support to other countries as well as to conduct HADR exercise through consultative process taking all stakeholders onboard. Therefore, an expert may be engaged as Sr Consultant on contractual basis for short term for the purpose.</p>
5.	Scope of Work	Pan India
6.	Duration of Assignment	03 Months 27 days
7.	Deliverables with timelines	<p>Review of existing Guidelines & SOPs through consultative process : within 15 days</p> <p>Outline : within 30 days</p> <p>First draft : within 75 days</p> <p>Peer review : within 100 days</p> <p>Final draft : within 110 days</p>
8.	Education Qualification	<p>Essential Master's or equivalent in Disaster Management / related field.</p> <p style="text-align: center;">OR</p> <p>Retired Government employees with grade pay of Rs 8700 (pre-revised) / Level – 13 and above (7th CPC). Candidate with experience in handling disaster situation would be preferred.</p>

		<p>Desirable M.Phil or Ph.D in Disaster Management or related field.</p>
9.	Work Experience	<p>Essential Minimum 05 years experience in providing HADR support to other countries as well as conducting HADR Exercises or in the relevant field.</p> <p>Desirable The applicant should have worked with a government agency, leading regional / international organization, or a public sector agency dealing with Disaster Management.</p>
10.	Remuneration Band	<p>Rs 125000-175000/- per month. For retired Central / States Government Employees – Last Pay Drawn Less Pension as per the provisions contained in para 6 of MoF, DoE OM No 3-25/2020-E.III.A dated 09.12.2020</p>
11.	Reporting Mechanism	Member {In-charge of Operations}, NDMA.
