

**National Disaster Management Authority  
Government of India**

**Terms of Reference**

**Position: Consultant (Architect)**

**Background**

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.

NDMA is a professional organization working in different areas of disaster management. These areas include prevention, preparedness, response, recovery and reconstruction and mitigation. NDMA pursues its work through various modalities, which are as follows:

- a. Issuing guidelines and advisories on various aspects of disaster management;
- b. Coordinating with a large number of Central ministries and organizations, State Governments, technical agencies, private sector, and NGOs in specialized areas of disaster management;
- c. Developing and implementing national programmes in various aspects of disaster management; and
- d. Conducting training and capacity-building programmes in disaster management.

Working in these areas requires professional qualifications and work experience. NDMA needs to recruit staff with technical skills and experience in disaster management. Further, it requires people from diverse backgrounds which include government, NGOs, and, private sector. It hire people following different modalities, which consist of lateral entries, long-term and short-term consultancies, and internships.

NDMA is in the process of carry out some civil works at its office premises New Delhi. The Civil construction work is estimated to last for about 4 months. For this purpose NDMA intends to engage a Short Term Consultant (Architect) for executing the civil works. The Terms Of Reference for the concerned Consultant shall be as under:

1	Name of the Division	Admin Division (General), NDMA
2	Name of the Position	Consultant (Architect) (Short Period)
3	No. of Vacancies	01 (One)
4	Job Description	Under the guidance and supervision of the Joint Secretary, Admin, NDMA, the Consultant shall be responsible for developing & implementing building designs, extensions, renovations and restorations, by using specialist construction knowledge and high-level drawing skills to design buildings that are functional, safe, sustainable and aesthetically pleasing. Design must meet requirement

		of NDMA.
5	Task & Deliverable	<ul style="list-style-type: none"> <li>• Creating Building designs and highly detailed drawings both by hand and by using specialist computer-aided design applications.</li> <li>• Strong knowledge of design software, including Revit, AutoCAD, SketchUp and Adobe Creative Suite.</li> <li>• Cost estimation at different stages of the project liaising with construction professionals about the feasibility of potential projects.</li> <li>• Design drawing &amp; documentation, writing and presenting reports, proposals, applications, and contracts; specifying the requirements for the project.</li> <li>• Compiling feasible reports.</li> <li>• Designs align with sustainability principles.</li> <li>• Follow architectural trends and advancements; direct workers who prepare drawings and documents.</li> <li>• Determining environmental impact, planning permission and applying governmental norms and legal departments.</li> <li>• Experience with local building codes and regulations.</li> <li>• Visiting construction sites to check the project is going as planned.</li> <li>• Adapting plans according to circumstances and resolving any problems that may arise during construction.</li> <li>• Handling issues like prioritization, resource management, and time management.</li> </ul>
6	Qualifications Desired	<ul style="list-style-type: none"> <li>• Bachelor in Architecture from UGC approved university.</li> <li>• Masters/PhD/ M.Phil. in Architecture.</li> </ul>
7	Work Experience	<ul style="list-style-type: none"> <li>• Minimum 10 years</li> </ul>
8	Competencies	<ul style="list-style-type: none"> <li>• Skilled in working professionals such as building service engineers, construction managers, quantity surveyors, and architectural technologists.</li> <li>• Possessing strong communication and interpersonal skills</li> <li>• Having the ability to translate complex subjects into actionable recommendations</li> <li>• Having program/project management skills</li> <li>• Maximizing energy efficiency</li> </ul>
9	Remuneration	Remuneration will be fixed based upon the qualification/ experience and remuneration being drawn presently or last drawn
10	Upper age limit	62 years
11	How to Apply	Eligible candidates should submit their applications in the prescribed format available on the NDMA website at <a href="mailto:srconshr@ndma.gov.in">srconshr@ndma.gov.in</a> with stipulated time frame.