

Terms of Reference

National Disaster Management Authority Government of India

Name of the Position: Short Term Senior Consultant (Disaster Management - Mitigation Program) for DM-III Section, MHA

Background:

In order to support disaster management and mitigation programmes, the National Disaster Management Authority (NDMA) is working with the Ministry of Home Affairs (MHA) to ensure the effective processing and evaluation of disaster management projects. The role of the Technical Experts is pivotal in this collaboration. NDMA proposes to support MHA by positioning two senior consultants with technical expertise in disaster management in the Ministry.

Objective:

To provide technical expertise in assessing, developing, and managing disaster management projects in collaboration with the Ministry of Home Affairs.

Duties and Responsibilities:

- a. **Technical Evaluation:** Assess and evaluate disaster management project proposals submitted to the Ministry for feasibility, impact, and compliance with national and international standards.
- b. **Recommendations:** Provide expert recommendations for approving, revising, and modifying project proposals.
- c. **Capacity Building:** Offer technical training and workshops to the Ministry's staff to enhance their capacity in disaster management.
- d. **Liaison:** Act as the primary liaison between NDMA and the Ministry, ensuring that there is effective communication and coordination between the two entities.
- e. **Documentation:** Prepare detailed reports, presentations, and documentation on project evaluations and other relevant technical matters.
- f. **Stakeholder Engagement:** Collaborate with other governmental bodies, NGOs, and international organizations in the realm of disaster management for knowledge sharing and best practices.
- g. **Field Visits:** Conduct periodic site visits to monitor the progress and quality of ongoing disaster management projects.
- h. **Continuous Learning:** Keep abreast of the latest global trends, technologies, and best practices in disaster management and ensure their integration into the projects as applicable..

No. of Vacancies: 1 (One)

Qualifications & Experience:

- a. A Master's degree or higher in Disaster Management, Environmental Science, Civil Engineering, or a related field.
- b. A minimum of 7 years of experience in disaster management, including project

- management, risk assessment, and mitigation strategies.
 - c. Proven track record of successfully evaluating and managing disaster management projects.
 - d. Familiarity with national standards and protocols in disaster management.
 - e. Strong communication, negotiation, and stakeholder management skills.
- Reporting:

Senior Consultants will report directly to a designated senior official (Additional Secretary/Joint Secretary/Director in the Ministry of Home Affairs, with a dotted line reporting to a specified authority in NDMA).

Duration:

The contract duration will be for three months.

Location:

The Technical Expert will be based at the Ministry of Home Affairs office in North Block, Delhi, with the requirement for domestic travel.

Remuneration:

The compensation package will be at par with the range of salary available to Senior Consultants in NDMA. A specific amount within this range can be determined based on credentials and experience.

Age:

50 Years (For retired employees from central government upper age limit shall be 62 years)

Termination:

Either party may terminate the contract with one month's notice. In case of any breach of contract or unsatisfactory performance, NDMA or the Ministry of Home Affairs reserves the right to terminate the contract immediately.

Confidentiality:

The Technical Expert will maintain the strictest confidentiality on all matters related to the projects, the Ministry of Home Affairs, and NDMA.