



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 position of Senior Consultant 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	Work Experience	Max. Age Limit
1.	Senior Consultant (Recovery and Reconstruction)	Contractual	1 (One)	<p>Essential: -Master's Degree in Disaster Management/ Economics/ Public Policy/ Livelihood/ Rural Development or Social Entrepreneurship.</p> <p>Desirable: -An advanced degree, such as a Ph.D. in a related discipline, is desirable. Candidates must have a sound understanding and knowledge of issues relating to Recovery & Reconstruction..</p>	<ul style="list-style-type: none">• A minimum of 5 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. Expertise in data analysis tools like Microsoft Excel is a must. <p>Note: Retired Government employees with Grade Pay of Rs.8700 (pre-revised) / Level - 13 (7th CPC) and above with minimum experience of 5 years in the relevant field. Candidates with experience in handling Recovery & Reconstruction would be preferred</p>	•Upper age limit will be 50 years (For retired Govt Servants, the upper age limit also be 62 years)

2. **Remuneration Band** Rs. 1,25,000 - 1,75,000/- per month for Senior Consultant. Remuneration in respect of retired Central Government employee engaged as a Consultant shall be regulated 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 positions are indicated in the Term of References (ToR) of the above positions 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 maximum 250 words, recent passport photograph 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)

Important Note: Incomplete application will not be considered and NDMA reserves the right to reject such applications without assigning any reason.

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

No. 44/35/2023-RR

Subject: Terms of Reference (ToR)

Title of the position: Recovery and Reconstruction

Level: Senior Consultant (Contractual)

Budget Line / Head: Rs. 1,25,000 - 1,75,000/- per month (Remuneration in respect of retired Government employees 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

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.

Recovery and Reconstruction

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 National Policy on Disaster Management (2009) enunciates 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 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 a Senior Consultant for Recovery and Reconstruction.

3. **Duration:** Contract will be initially for a period of three years, based on satisfactory performance, Year to Year continuation is subject to performance review during these three years.

4. **Number of Vacancies:** One (1)

5. **Job Description / Context:**

The Senior Consultant, (Recovery & Reconstruction), will support NDMA in planning, implementing, and monitoring of recovery and reconstruction interventions. S/he will assist NDMA in carrying out post-disaster needs assessments and launching recovery and reconstruction projects in states in collaboration with SDMA, international financial institutions, and others.

Senior Consultant (Recovery & Reconstruction) will support NDMA primarily on economic/ social and livelihood components of recovery and reconstruction. The consultant will support in damage and loss assessments and economic recovery of people affected by the disasters.

Working across various NDMA interventions, the consultant will identify opportunities to improve recovery approaches. While the Consultant will work primarily on the NDMA's programmes, s/he will also support central government ministries and departments in conducting Post-Disaster Needs Assessments (PDNA) and designing recovery and reconstruction programmes.

6. Tasks / Deliverables

The Senior Consultant, (Recovery & Reconstruction), will work in the Rehabilitation and recovery Division under the overall supervision of the Joint Secretary and the guidance of the Member, NDMA.

- 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

- Master's Degree in Disaster Management/ Economics/ Public Policy/ Livelihood/ Rural Development or Social Entrepreneurship. Or Retired Government employees with Grade Pay of Rs.8700 (pre-revised) / Level – 13 (7th CPC) and above with minimum experience of 5 years in the relevant field. Candidates with experience in handling Recovery & Reconstruction would be preferred.

Desirable

- An advanced degree, such as a Ph.D. in a related discipline, is desirable. Candidates must have a sound understanding and knowledge of issues relating to Recovery & Reconstruction.

8. Work Experience

- A minimum of 5 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. Expertise in data analysis tools like Microsoft Excel, is a must.
- Upper age limit will be 50 years (For retired Govt Servants, the upper age limit also be 62 years)

9. Competencies

This position requires the following demonstrated functional competencies

- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Acting as a team leader and facilitating team work;
- Demonstrate Analytical skills;
- Facilitating and encouraging open communication in the team, communicating effectively in public meetings and presentations;
- Learning and sharing knowledge and encouraging the learning of others.
- Effective resource managements; and
- Strategic advice and communications.

Application of engagement as Consultant/ Senior Consultant / Lead Consultant in the National Disaster Management Authority.

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 _____

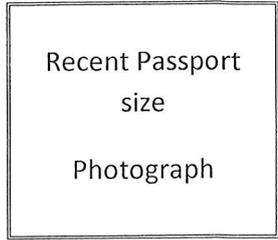
(9) Education (College education in reverse chronological order) (Pls add rows if required) :

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.