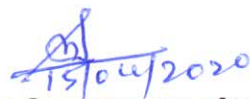


TERMS OF REFERENCE**Sr. Consultant (Disaster Management)****1. Category, Qualification, Experience etc.:-**

1.	Discipline	Disaster Management
2.	Name of Post	Sr. Consultant
3.	Educational Qualification	Master's Degree in any discipline (preferably in Disaster management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban planning.)
4.	Experience	<ul style="list-style-type: none"> • Candidates should have minimum experience of 10 years in the fields related to Disaster management – Post Qualification. • Candidates having M. Phil Degree in the relevant file are required to have minimum experience of 8 years. • Candidates having Ph.D Degree in the relevant field are required to have minimum experience of 5 years. • Candidates must also have reasonable experience in the field of preparation of Disaster Management Plans and Guidelines, or working in the areas related to disaster management.
5.	Age Limit	The maximum age limit will be 65 years.
6.	Duration	<p>a. For a period of 12 months. Annual extension can be granted till the completion of the project.</p> <p>b. The Consultant can be removed at any time by giving one month's notice or the Consultant can also resign from the assignment by giving one month's notice to the competent authority. If the performance of the Sr. Consultant is not satisfactory, NDMA may recommend for termination of the contract.</p>
7.	Fee	Rs. 52,500/- per month
8.	Reporting Mechanism	Sr. Consultant shall report to appropriate authority in State/UT and shall maintain co-ordination with NDMA through the Government of West Bengal.
9.	Deliverables/ Outcomes	<ul style="list-style-type: none"> • Technical Assistance in preparation of the Hazard Risk Vulnerability Atlas for the State. • Alignment of State Plans and District Plans in accordance with the Sendai Framework. • Facilitating State/UT Govt. Departments in preparation of their Departmental Disaster Management Plan. • Coordinating Mock Drills, compiling reports, compiling data during disasters, help in organization of joint workshops with States. • Compiling and timely furnishing of data and information to NDMA on disaster aspects, implementation of NDMA Schemes, and Sendai Framework Monitoring indicators. • Enhancing disaster preparedness for effective response and to "Build Back Better" in recovery, rehabilitation and reconstruction. • Help in setting up of the Disaster Data Base at the State and District Level.

	<ul style="list-style-type: none"> • Compile reports for meetings. • Collation of reports about the lessons learnt and best practices from the State and exchange/sharing of these among the States and NDMA. • Assist the SDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes. • Any other tasks assigned by SDMA/NDMA.
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2. **Precise Statement of Objectives:** Suggest measures for integration of mitigation measures in the development plans of State / UT Governments.
3. **Outline of the task to be carried out:** In addition to the work pertaining to deliverables and outcomes of the Scheme, the following tasks are to be performed:
- (a) Support the State Governments in taking measures for implementation of Sendai Framework for Disaster Risk Reduction and reporting on the Sendai Framework Monitoring Indicators.
 - (b) To develop coordination mechanism with the aim of implementing Sendai Framework at State and District levels.
 - (c) To ensure implementation of Programmes and Schemes of NDMA by States/UTs.
 - (d) To help in capacity building and training activities carried out by NDMA.
 - (e) Liaison with the SDMAs, Relief Commissioners and other Government Departments dealing with Disaster Management.


15/04/2020

**Deputy Secretary to the Government of West Bengal,
Disaster Management & Civil Defence Department**