

**STATE PROJECT IMPLEMENTATION UNIT**  
**NATIONAL CYCLONE RISK MITIGATION PROJECT - PHASE II**  
**DEPARTMENT OF DISASTER MANAGEMENT & CIVIL DEFENCE**  
**GOVERNMENT OF WEST BENGAL**

**Tran Bhawan, 5th floor, 87 A, S.N. Banerjee Road, Kolkata -700 014, Ph. No. 033-2264-0275**  
**Email id - sencrmp2@gmail.com**

Advt. No.1745-DMCD-11017(99)/16/2017

Date:24.8.18

1. The Government of India has received financing in the amount of US\$ 270 million equivalent from the World Bank towards the cost of National Cyclone Risk Mitigation Project Phase-II and it intends to apply the proceeds to payments for goods, works, related services and consulting services under this Project. 2. The Government of West Bengal is also recipient of the credit and the West Bengal State Project Implementation Unit, Department of Disaster Management & Civil Defence, Government of West Bengal is implementing the relevant component of the Project in West Bengal. 3. State Project Implementation Unit, Department of Disaster Management & Civil Defence, Government of West Bengal is inviting applications for the positions given in the table below. 4. The staff for this Project will be selected based on contract / co-terminus with the Project. However, the continuation will be subject to review. 5. Increment of salary during this period will be completely based on involvement in the project, performance and output.

Sl. No.	Designation	No. of Post	Salary in Rs./Month
1.	Training Specialist	01 (One)	₹40,000.00
2.	Training Assistant	01 (One)	₹11,500.00

**General Conditions:** 1. Details on Qualification and Scope and Nature of work for the Posts mentioned above will be available on the website [wbmdm.gov.in](http://wbmdm.gov.in) 2. In all cases, experience in any World Bank assisted / International Agency funded project / Project preparation cell will be preferred. 3. Persons working in Government / Public Sector Undertakings / Autonomous Organisations should submit their applications through proper channel. 4. Candidates will have to produce the proof of details furnished in their applications, in general, as and when required. 5. Applications received after the due date, unsigned applications, applications without mentioning the post for which applied, applications not submitted with the copy of all supporting documents (wherever applicable) and applications incomplete in any respect, will not be considered. 6. Only Indian Nationals are eligible to apply. 7. Canvassing in any form will be a disqualification. 8. It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to wilfully conceal or misrepresent the fact, his / her candidature will be summarily rejected or his / her employment will be terminated. 9. The applications must be sent in neatly hand written or typed out A4 size paper. 10. Interested qualified persons may send applications to the above mentioned address within 01.10.18 upto 17.30 hrs.

Sd/-  
Principal Secretary  
Disaster Management & Civil Defence  
&  
Project Director  
SPIU, NCRMP-II

**OFFICE OF THE PROJECT DIRECTOR  
SPIU, NCRMP II  
DISASTER MANAGEMENT & CIVIL DEFENCE DEPARTMENT  
GOVT. OF WEST BENGAL  
TRAN BHAVAN , 5TH FLOOR  
87A, S. N. BANERJEE ROAD, KOLKATA-700 014  
PH. 033 22640275, FAX- 033 2479 5820  
Email id – [sencrmp2@gmail.com](mailto:sencrmp2@gmail.com),  
Website: [wbmdm.gov.in](http://wbmdm.gov.in)**

**NATIONAL CYCLONE RISK MITIGATION PROJECT - Phase II  
AGREEMENT NO.P144726WB**

***Terms of Reference (TOR) for hiring Training Specialist  
in World Bank funded National Cyclone Risk Mitigation Project– Phase II(P144726)***

**1. Background:**

- The Government of India has initiated a number of initiatives to reconcile the aims of protection of life and livelihood of coastal communities; conservation of ecological resources in the coastal and marine areas; and, promotion of economic activities that have necessarily to be located in the coastal regions. As one of the different initiatives, the Government of India along with the respective State Governments is implementing a World Bank financed project called “National Cyclone Risk Mitigation Project” (NCRMP-II). The Project has specific objectives to support the long-term vision of the Government by (a) building national capacity for implementation of National Cyclone Risk Mitigation Project approach in the country, and (b) piloting the approach in the states of Gujarat, Orissa and West Bengal. The National Component of the Project focuses on expanding the institutional capacity and knowledge base needed for National Cyclone Risk Mitigation Project. The State Components include capacity building at the state level, preparation of National Cyclone Risk Mitigation Infrastructures, and a range of complementary local pilot investments.
- The coastal districts of West Bengal are vulnerable to severe cyclonic storms. South 24 Parganas, North 24 Parganas and Purba Medinipur experience frequent tropical cyclones, having disastrous consequences on the lives of human beings as well as animal population of the region. It must be mentioned here that the vulnerability due to cyclones cannot be determined solely by its frequency of occurrence, the vulnerability depends on associated storm surge, coastal inundation or flooding and socio economy of the affected region.
- The Sundarban Delta Complex which has geo-genetic link to the tectonic Bengal Basin known for its startling coastal landforms that include back dunal mudflats, back swamps, salt marshes and tidal creeks enshrouded with mangrove vegetation, low gradient supratidal and intertidal shores with mud bank, swales and berms, rivulets, tidal flats etc. However despite the mind boggling floral and faunal diversity Sundarban is very much vulnerable to natural hazards e.g. storm surge, flood, tidal wave, cyclone etc. Moreover due to rising sea level, the existing coastline is retreating at a alarming rate which is symptomatic to some impending natural catastrophes. The inhabitants of the Sundarban estuary probably have acclimatized themselves how to live on facing the nature's wrath. Sundarban is still recuperating from the brunt of Cyclone Aila that devastated thousands of hectares of once fertile agricultural land adjoining the mangrove forests into a wasteland. The loss of human life and property is beyond any estimation in real terms. The aftermath of these kinds of cyclones and storm surges is on the livelihood of the people at large as due to the ingress of saline seawater into the lush green fertile fields used for paddy cultivation, these tracts of land rendered useless for any kind of agricultural activities.

- The NCRM Project understands that fructification of the project can be done only when the people living on the vulnerable coastal zones can be safeguarded to a certain extent from the natural calamities like flood, cyclone, hailstorm, thunder squall and sometimes even to tsunamis that occurred due to geo-morphological, climatic and seismic conditions.
- After the enactment of Disaster Management Act, 2005, there has been a major shift in the disaster management strategy of this State Government from a relief centric response to a composite approach based on preparedness, prevention & mitigation.
- Department of Disaster Management and Civil Defence, Government of West Bengal (**DoDM**) has been entrusted with the construction, operation and maintenance of the proposed Multi-Purpose Cyclone Shelters (MPCS) as envisaged in the NCRM Project (Phase II). The estimated cost of the project is around 621 crores. Department of Disaster Management and Civil Defence has been assigned this project component because it plays a pioneering role in establishing necessary systems, structures, programs, resources, capabilities for reducing disaster risks in the State in order to save human lives and property, avoid disruption of economic activity and damage to environment and also to ensure the continuity and sustainability of development.
- The construction of MPCS will not only pave the way for increase the communities resilience during calamity, but also opening avenue for social coordination and enhanced the capacity to shoulder responsibility by operating the shelters in a gainful pro-social way.
- The MPCS has a multi-pronged approach in catering to the needs especially of the disadvantaged sections of the populace through a string of activities as follows:
  - MPCSs will minimize the loss of lives, property and livestock by providing it shelters during cyclone calamity.
  - MPCSs will act as nodal points for receipt and dissemination of cyclone warnings.
  - MPCSs will provide the warehousing facilities of essential stocks/ items for post disaster usage.
  - The nodal points for carrying out post disaster response and relief activities will be from MPCSs.
  - MPCSs will also provide temporary protection from the heavy downpour during the monsoon and also from the scorching heat during the summer to the shelter less people.
  - Basic health services like immunization programmes can be administered through these MPCSs.
  - MPCSs will act as models for safe construction in vulnerable seismic zones.

## 2. **Project Duration:**

The project duration is till March, 2021.

## 3. **Educational qualification:**

Post Graduate Degree in Social Sciences or Disaster Management or relevant fields.

## 4. **Experience and Skills:**

- At least 7 years' experience as a trainer in the social development sector, preferably having relevance to Disaster Management.
- Work experience in the Government Department will be an added advantage.
- Excellent communication skills with fluency in English and Bengali.
- Strong presentation, documentation and organizational skills.
- Good working knowledge of computer applications, especially MS office.
- Ability to work effectively as a team member
- Ability to undertake field travel.

## **5. Statement of objectives and deliverables:**

The Training Specialist will aim to enhance the capabilities of the management committees and the vulnerable communities to use the disaster resistant shelters effectively, understand and utilize early warnings and communications systems, improve search and rescue operations, develop village disaster management plan and mainstreaming the risk mitigation measures in the overall development of the coastal region of Bengal.

The Training Specialist will deliver the following:

- a) A monthly action plan to be approved by the Project Director.
- b) A monthly progress report documenting the work carried out each month, including issues that need management's attention. This should encompass an analytic presentation of content and outcomes of discussions at all levels.
- c) Coordinating the capacity building initiatives in the programme.

## **6. Scope of work:**

The Training Specialist will:

- Identify training requirements at all levels for various functionaries
- Provide technical support in carrying out the Training Needs Assessment
- Develop training & capacity development plan in coordination with District /Block level officials
- Prepare the list of training, technical or academic Institutions
- Maintain a database of trainers and other resource persons.
- Design /develop training manuals /modules.
- Facilitate the conduct of trainings, workshops and various meetings with various stakeholders including Govt. officials, community people etc.
- Manage roster of trainers, trainees and system for nomination officers for various state and national training programmes on Disaster Management/Disaster Risk Reduction (DRR)/ Climate Change Adaptation (CCA) and on any other relevant subjects.
- Organise and Supervise Mock Drills in the project areas.
- Review the progress of capacity building programme, identify the gaps and plan accordingly.
- Perform any other tasks given by the Project Director related to capacity building, planning and implementation.

## **7. Schedule for completion of tasks:**

All works should be completed within stipulated time limit. Time of completion of each work may overlap to one another.

## **8. Data, services and facilities to be provided by the Client:**

As consultant has to work at the premises of this SPIU office and make field visits to all project area as needed. In no case he/she will be allowed to carry any data outside the premises without written permission of authorities.

## **9. Final outputs (reports) that will be required of the consultant:**

Data in form of reports through this assignment has to be generated/edited and updated. Hard copies of reports will be given to field staff or any other person only after permission of SPIU.

## **10. Duration of assignment:**

- The candidate selected for the assignment is expected to commence work within 15 days after the announcement of result.
- The staff for this Project will be selected based on contract / co-terminus with the Project. However, the continuation will be subject to review.
- **The assignment will initially for 12 months** and may be extended further depending on the Performance, output and involvement in the Project.

#### 11. Terms of Payment:

- Consolidated remuneration of Rs. **40,000/-** in respect of the services performed during the Term of Contract, at the end of every calendar month based on the satisfactory report from concerned authority.
- Allowances will be paid as and when the employee is on tour as per the rule forced by GoWB.
- No other perks & allowances admissible.

#### 12. Other conditions of contract:

- The employee shall be responsible for arranging his own residential accommodation, medical expenses and insurance.
- The employee shall not claim absorption in any Government Establishment.
- The employee shall be entitled to leave as follows with prior approval of the Project Director or his authorised Officer:
  - Sick leave based on medical certificate and evidence.
  - Casual leave for a maximum of 10 days for every calendar year. Anything beyond 10 days shall be only permitted without payment, to be proportionately adjusted from the monthly salary.
- The employee shall be liable for taxes as per the I.T Act.
- All reports, notes, drawings, specifications, statistics, plans and other documents and data compiled or made by the employee while performing the duties shall be the property of the employer and upon termination of the engagement shall be disposed of as the employer directs.
- Except with the written consent of the employer, the employee shall not divulge to any person not used for own purpose, any information relating to services, the project or the employer, including information in respect of rates of remuneration and conditions of employment.

#### 13. Application Requirement:

Interested Indian nationals not more than 40 years of age applying for the post shall provide the following documents:

- An application addressed to the **The Project Director, State Project Implementation Unit, National Cyclone Risk Mitigation Project, Phase - II (NCRMP - II), Tran Bhawan, 5<sup>th</sup> Floor, 87 A, S. N. Banerjee Road, Kolkata - 700014, Phone No.: 033-2264-0275, Email: [sencrmp2@gmail.com](mailto:sencrmp2@gmail.com)**  
The application must indicate clearly the post applied for.
- Copies of Academic transcript (Post Graduation, Graduation, Board Examinations as the case may be)
- Copies of Training Certificates (Computer / Tally / Driving as the case may be)
- Copies of work experience certificates
- Copies of General Fitness Certificate

#### 14. Selection Criteria:

- Applicants not producing any of the documents specified in Clause 13 (Application Requirement) will not be eligible for the interview. They should bring original documents at the time of interview.
- Shortlisting will be decided by the Project Director, SPIU based on the academic merit ranking.
- 50 % of the weightage will be given for oral assignment and remaining 50% will be assessed based on the academic, training and experience. The candidate will be finally selected based on the above weightage on the merit ranking.
- The candidate upon selection will undertake legal agreement.

**15. Application submission deadline:**

Interested applicant shall submit application along with all above mentioned documents to the office of the Project Director, SPIU, Department of Disaster Management and Civil Defence, Government of West Bengal, Tran Bhavan, 5<sup>th</sup> Floor, 87 A, S.N. Banerjee Road, Kolkata - 700014 latest by **01.10.2018**

**16. Ownership:**

SPIU, NCRMP-II, Department of Disaster Management and Civil Defence, GoWB will have ownership of the data /reports. The consultants will have no right of claim to the products developed and shall not replicate them without prior consent of SPIU, NCRMP-II, Department of Disaster Management and Civil Defence, GoWB.

**17. Arbitration:**

In the event of any dispute between the Training Specialist for NCRMP-II in West Bengal and the SPIU for NCRMP-II in West Bengal, the Govt. of West Bengal will be the arbitrator.

**OFFICE OF THE PROJECT DIRECTOR  
SPIU, NCRMP II  
DISASTER MANAGEMENT & CIVIL DEFENCE DEPARTMENT  
GOVT. OF WEST BENGAL  
TRAN BHAVAN , 5TH FLOOR  
87A, S. N. BANERJEE ROAD, KOLKATA-700 014  
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Email id – [sencrmp2@gmail.com](mailto:sencrmp2@gmail.com),  
Website: [wbmdm.gov.in](http://wbmdm.gov.in)**

**NATIONAL CYCLONE RISK MITIGATION PROJECT - Phase II  
AGREEMENT NO. P144726WB**

***Terms of Reference (TOR) for hiring Training Assistant  
in World Bank funded National Cyclone Risk Mitigation Project– Phase II(P144726)***

**1. Background:**

- The Government of India has initiated a number of initiatives to reconcile the aims of protection of life and livelihood of coastal communities; conservation of ecological resources in the coastal and marine areas; and, promotion of economic activities that have necessarily to be located in the coastal regions. As one of the different initiatives, the Government of India along with the respective State Governments is implementing a World Bank financed project called “National Cyclone Risk Mitigation Project” (NCRMP-II). The Project has specific objectives to support the long-term vision of the Government by (a) building national capacity for implementation of National Cyclone Risk Mitigation Project approach in the country, and (b) piloting the approach in the states of Gujarat, Orissa and West Bengal. The National Component of the Project focuses on expanding the institutional capacity and knowledge base needed for National Cyclone Risk Mitigation Project. The State Components include capacity building at the state level, preparation of National Cyclone Risk Mitigation Infrastructures, and a range of complementary local pilot investments.
- The coastal districts of West Bengal are vulnerable to severe cyclonic storms. South 24 Parganas, North 24 Parganas and Purba Medinipur experience frequent tropical cyclones, having disastrous consequences on the lives of human beings as well as animal population of the region. It must be mentioned here that the vulnerability due to cyclones cannot be determined solely by its frequency of occurrence, the vulnerability depends on associated storm surge, coastal inundation or flooding and socio economy of the affected region.
- The Sundarban Delta Complex which has geo-genetic link to the tectonic Bengal Basin known for its startling coastal landforms that include back dunal mudflats, back swamps, salt marshes and tidal creeks enshrouded with mangrove vegetation, low gradient supratidal and intertidal shores with mud bank, swales and berms, rivulets, tidal flats etc. However despite the mind boggling floral and faunal diversity Sundarban is very much vulnerable to natural hazards e.g. storm surge, flood, tidal wave, cyclone etc. Moreover due to rising sea level, the existing coastline is retreating at a alarming rate which is symptomatic to some impending natural catastrophes. The inhabitants of the Sundarban estuary probably have acclimatized themselves how to live on facing the nature’s wrath. Sundarban is still recuperating from the brunt of Cyclone Aila that devastated thousands of hectares of once fertile agricultural land adjoining the mangrove forests into a wasteland. The loss of human life and property is beyond any estimation in real terms. The aftermath of these kinds of cyclones and storm surges is on the livelihood of the people at large as due to the ingress of saline seawater into the lush green fertile fields used for paddy cultivation, these tracts of land rendered useless for any kind of agricultural activities.

- The NCRM Project understands that fructification of the project can be done only when the people living on the vulnerable coastal zones can be safeguarded to a certain extent from the natural calamities like flood, cyclone, hailstorm, thunder squall and sometimes even to tsunamis that occurred due to geo-morphological, climatic and seismic conditions.
- After the enactment of Disaster Management Act, 2005, there has been a major shift in the disaster management strategy of this State Government from a relief centric response to a composite approach based on preparedness, prevention & mitigation.
- Department of Disaster Management and Civil Defence, Government of West Bengal (**DoDM**) has been entrusted with the construction, operation and maintenance of the proposed Multi-Purpose Cyclone Shelters (MPCS) as envisaged in the NCRM Project(Phase II). The estimated cost of the project is around 621 crores. Department of Disaster Management and Civil Defence has been assigned this project component because it plays a pioneering role in establishing necessary systems, structures, programs, resources, capabilities for reducing disaster risks in the State in order to save human lives and property, avoid disruption of economic activity and damage to environment and also to ensure the continuity and sustainability of development.
- The construction of MPCS will not only pave the way for increase the communities resilience during calamity, but also opening avenue for social coordination and enhanced the capacity to shoulder responsibility by operating the shelters in a gainful pro-social way.
- The MPCS has a multi-pronged approach in catering to the needs especially of the disadvantaged sections of the populace through a string of activities as follows:
  - MPCSs will minimize the loss of lives, property and livestock by providing it shelters during cyclone calamity.
  - MPCSs will act as nodal points for receipt and dissemination of cyclone warnings.
  - MPCSs will provide the warehousing facilities of essential stocks/ items for post disaster usage.
  - The nodal points for carrying out post disaster response and relief activities will be from MPCSs.
  - MPCSs will also provide temporary protection from the heavy downpour during the monsoon and also from the scorching heat during the summer to the shelter less people.
  - Basic health services like immunization programmes can be administered through these MPCSs.
  - MPCSs will act as models for safe construction in vulnerable seismic zones.

## 2. **Project Duration:**

The project duration is till March, 2021.

## 3. **Educational qualification:**

Graduate Degree in any discipline from a Govt. recognised University.

## 4. **Experience and Skills:**

- At least 2 years' experience in the role of office assistant.
- Work experience in the Government Department will be an added advantage.
- Good communication skills in English and Bengali.
- Strong organizational skills.
- Multi-tasking ability.
- Good working knowledge of computer applications, especially MS office.
- Ability to work effectively as a team member.
- Ability to undertake field travel.



## 5. Statement of objectives and deliverables:

The Training Assistant will assist the Training Specialist in the capacity building initiatives in the programme.

## 6. Scope of work:

The Training Assistant will:

- Maintain the database in relation to trainings / capacity building initiatives.
- Maintain files, records and necessary correspondence.
- Support in organising trainings, workshops and various meetings with various stakeholders including Govt. officials, community people etc.
- Help in organising Mock Drills in the project areas.
- Perform clerical and office work.
- Perform any other tasks given by the Project Director related to capacity building, planning and implementation.

## 7. Schedule for completion of tasks:

All works should be completed within stipulated time limit. Time of completion of each work may overlap to one another.

## 8. Data, services and facilities to be provided by the Client:

As consultant has to work at the premises of this SPIU office and make field visits to all project area as needed. In no case he or she will be allowed to carry any data outside the premises without written permission of authorities.

## 9. Final outputs (reports) that will be required of the consultant:

Data in form of reports through this assignment has to be generated/edited and updated. Hard copies of reports will be given to field staff or any other person only after permission of SPIU.

## 10. Duration of assignment:

- The candidate selected for the assignment is expected to commence work within 15 days after the announcement of result.
- The staff for this Project will be selected based on contract / co-terminus with the Project. However, the continuation will be subject to review.
- **The assignment will initially for 12 months** and may be extended further depending on the Performance, output and involvement in the Project.

## 11. Terms of Payment:

- **Consolidated remuneration of Rs.11,500/-** in respect of the services performed during the Term of Contract, at the end of every calendar month based on the satisfactory report from concerned authority.
- Allowances will be paid as and when the employee is on tour as per the rule forced by GoWB.
- No other perks & allowances admissible.

## 12. Other conditions of contract:

- i. The employee shall be responsible for arranging his own residential accommodation, medical expenses and insurance.
- ii. The employee shall not claim absorption in any Government Establishment.
- iii. The employee shall be entitled to leave as follows with prior approval of the Project Director or his authorised Officer:
  - Sick leave based on medical certificate and evidence.
  - Casual leave for a maximum of 10 days for every calendar year. Anything beyond 10 days shall be only permitted without payment, to be proportionately adjusted from the monthly salary.
- iv. The employee shall be liable for taxes as per the I.T Act.
- v. All reports, notes, drawings, specifications, statistics, plans and other documents and data compiled or made by the employee while performing the duties shall be the property of the employer and upon termination of the engagement shall be disposed of as the employer directs.
- vi. Except with the written consent of the employer, the employee shall not divulge to any person not use for own purpose, any information relating to services, the project or the employer, including information in respect of rates of remuneration and conditions of employment.

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