

## **Assam State Disaster Management Authority**

### **Vacancy Announcement**

Applications along with Prescribed Application Form, attested copies of all Certificates, Mark Sheets, recent passport size photo, experience certificates etc. are invited from intending candidates, who are Indian Citizens, for engagement on contract basis under ASDMA (AIRBMP Project).

The applicants may have to appear for a written test/interview at the venue, date and time as decided and directed by the Authority, at their own cost. No TA/DA shall be paid for the purpose. Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised that they fulfil the prescribed eligibility before applying, details of which are available on ASDMA website. The Authority also reserves the right to accept or reject any application without assigning any reason thereof. Canvassing in any form will lead to summary disqualification.

<b>Sl.No.</b>	<b>Name of the Post</b>	<b>No. of posts</b>
1	Component Lead for CRV under AIRBMP	1 (one) No.
2	Component Lead for Flood Shelter under AIRBMP	1 (one) No.

Last date for submission of Application is **29-03-2024 / 5.00 PM** and addressed to:

**The Chief Executive Officer,  
Assam State Disaster Management Authority (ASDMA),  
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,  
Dispur, Guwahati- 781006,  
Assam.**

Applications received at Assam State Disaster Management Authority (ASDMA) after the deadline will be summarily rejected.

The applicant should mention the name of the post applied for on top of the envelope containing the application. Candidates applying for multiple posts should submit their applications separately in different envelopes mentioning the name of the post applied for on top of the envelope containing the respective applications

Further details and prescribed application form may be seen/downloaded at the ASDMA website <http://asdma.gov.in/> or <https://asdma.assam.gov.in>

**-SD  
Project Officer  
Assam State Disaster Management Authority  
Project Implementation Unit, Assam Integrated River Basin Management Project**

# Terms of Reference for Component Lead: Climate Resilient Villages (Partnerships, Convergence & Monitoring)

## AIRBMP, PIU-ASDMA

<b>Contracting Agency</b>	Assam State Disaster Management Authority
<b>Assignment Duration</b>	3 years, renewed annually
<b>Reporting To</b>	Project Officer PIU-ASDMA,

### 1) Background of the Program:

The Assam Integrated River Basin Program (AIRBMP) is a ten-year program (2023-33) with three overlapping phases being undertaken by the Government of Assam (GoA) and financed by the World Bank. The program seeks to support Assam to reduce the vulnerability of people to climate-related disasters and improve integrated water resources management (IWRM). With an overall financing envelope of USD 500 million, the program is anchored at the Flood and River Erosion Management Agency of Assam (FREMAA) as the Project Management Unit (PMU) with the Water Resources Department (WRD) and Assam State Disaster Management Authority (ASDMA) as the Project Implementation Units for Component 2 & 3 respectively.

The program scope is summarized in the Figure below, wherein the precise scope of phases 2 and 3 will be developed based upon lessons learned and evolving needs.

**Figure 1: AIRBMP Activities by Phases**

(Three 4-year phases with 1 year overlap)		<b>Phase 1: 2023 – 2027</b>	<b>Phase 2: 2026 – 2030</b>	<b>Phase 3: 2029-2033</b>
<b>Component 1: Institutional Development and Strategic Studies</b>	WRD	Assam Water Policy. Assam Brahmaputra State of Basin Report.	Adjusting Resources Framework. Assam Brahmaputra Basin Strategic Plan.	Water Legal Actions from Assam Brahmaputra Plan Assam Barak Basin Strategic Plan.
	ASDMA	Disaster Financing Study. Flash Flood Forecasting Study.	Risk Piloting Instruments Flash Flood Forecasting	Financing Risk Scaling Up Risk Financing Instruments Scaling Up Flash Flood Forecasting

<b>Component 2: Water Resources Management</b>	Water Resources Infrastructure	Beki and Buridehing Basin no regret investments	Investments in Beki, Buridehing, and Jiadhal Basins based on Integrated Flood Risk Management Plan (IFRMP)	Investments in 5 more Basins based on IFRMP
	Flood Forecasting & IFRMPs	Flood Forecasting & IFRMP for Beki, Buridehing, Jiadhal Basins	Flood Forecasting and IFRMPs for 5 more Basins	Flood Forecasting for Brahmaputra Mainstem
	Embankment Asset Management	Formulation of Asset Management Program	Piloting Asset Management Program Implementation	Scaling Up Asset Management Program Implementation
	Flood Shelters	Pilot upgrading of school flood relief shelters and new flood shelters (25 shelters)	Scaling-up upgrading of school flood relief shelters and new flood shelters (75 shelters)	Scaling-up upgrading of school flood relief shelters and new flood shelters (75 shelters)
<b>Component 3: Disaster Risk Management</b>	Early Warning and Dissemination	Upgrading State and Select District Emergency Operations Centers (EOCs)	Upgrading of State EOC to Fusion Center and additional District EOCs	Establish EOCs for 30% of the Revenue Circles (55 circles)
	Circle Disaster Management	Train and Equip 50 Circle Quick Response Teams (CQRT)	Train and Equip Additional 50 CQRTs	Train and Equip Additional 50 CQRTs
	Climate Resilient Villages	Piloting 50 Village Disaster Mitigation Plans and facilitating mitigation investments	Preparing an additional 100 Village Disaster Mitigation Plan (VDMPs) and facilitating mitigation investments.	Preparing an additional 100 VDMPs and facilitating mitigation investments.

Phase 1 of the program is already underway. ASDMA has established a PIU comprising operational and technical human resources. ASDMA is seeking to recruit a Component Lead on Climate Resilient Villages . These activities are described in the section below.

## 2) Program Activities to be Overseen by the Incumbent:

### A. Sub-Component 3.4: Climate Resilient Villages

This sub-component will build upon ASDMA's previous experiences of Community Based Disaster Risk Management- particularly strengthening community-based planning and implementation of resilience actions- across 50 villages. In phase1, the sub-component will focus on:

- 1) Risk-informed disaster mitigation planning
- 2) Community capacities for preparedness and response
- 3) Linkages with sectoral-line departments (for implementation and financing of mitigation actions)
- 4) Piloting a climate-resilient village monitoring mechanism (that tracks progress over time according to an overarching framework and standardized criteria)

Disaster mitigation planning has been chosen as an entry point for this given the unmet need for strengthening the identification and implementation of village-specific mitigation/resilience actions. The proposed village disaster mitigation planning (VDMP) process will use a combination of risk analyses processes, including participatory community-based analysis, site surveys, and the development of GIS-based risk maps. The VDMPs will provide asset- wise information on potential flood damages and losses, and develop an investment plan that covers different sectors such as housing, mobility, energy, water supply and sanitation, livelihoods, etc. AIRBMP will not finance these investments directly in Phase 1, but rather ASDMA will work with relevant GoA departments such as the Public Works Department, the Public Health Engineering Department, Rural Development Department, Energy Department etc. to mainstream these resilience-related investments into their own programs and schemes. ASDMA will also provide training and essential equipment to the participating villages, including emergency response kits to strengthen disaster preparedness and response capabilities.

Phase 1 will also undertake the adoption of a Framework for Climate Resilient Villages, based on which a climate resilient village monitoring program will be piloted by ASDMA that tracks progress over time according to standardized criteria. The proposed framework will unpack different attributes of a climate resilient village- such as Resilient Infrastructure and Housing; Resilient Essential Services; Resilient Livelihoods & Economic Security; Governance and Partnerships for Resilience; Knowledge, Skills, Behaviors for Resilience- to guide community-based resilience actions not just through AIRBMP but also other initiatives in Assam. Phase 1 will address some aspects of this framework and based upon the lessons learned in Phase 1, CRV will be expanded to include around 200 villages in Phase 2 and Phase 3, while also exploring an expansion across other themes of the CRV framework. The proposed activities for CRV across different phases are as below (phase 2&3 activities will evolve based on lessons from phase 1):

AIRBMP Phase wise plan for CRV.

Phase 1: 2023 -2027	Phase 2: 2026 – 2030 (Tentative)	Phase 3: 2029-2033 (Tentative)
<p>-Piloting 50 Village Disaster Mitigation Plans (VDMP)</p> <p>-Initiate Departmental Linkages</p> <p>-Climate resilient village monitoring mechanism</p>	<p>- Preparing an additional 100 VDMPs</p> <p>- Facilitate implementation of mitigation actions by departments + AIRBMP investments in Phase 1 villages</p> <p>- Institutionalize VDMP preparation and monitoring</p>	<p>- Preparing an additional 100 VDMP</p> <p>- Facilitate implementation of mitigation actions through departmental capacity building + AIRBMP investments in Phase 2 villages</p> <p>- Deepen risk-informed VDMP planning, implementation, and monitoring</p>

**3) Roles, Responsibilities and Tasks**

1. The Incumbent’s scope of work will entail the provision of operational leadership to the activities needed to ensure the successful and timely delivery of the Phase 1 activities mentioned in the above Table, including: Providing strategic leadership and guidance to the technical specialists of Component 3.4 and any additional task as assigned by the Project Director and Project Officer of PIU-ASDMA.
2. The incumbent will lead the CRV sub-component and will draw support from the core team and the consultants (STA and capacity building agency), including ensuring effective orientation, onboarding, monitoring and supervision of the work of the (STA) on the design and implementation of the VDMP process. The incumbent shall monitor progress, quality review of outputs, pro-active resolution of constraints and active coordination between different stakeholders.
3. Leading discussions with different stakeholders within the Govt. of Assam departments and entities to establish convergence for the implementation of the VDMP actions and the overall CRV monitoring framework, including ensuring that the Socio-Technical Agency (STA) work is guided by these discussions. The Component Lead will evaluate the performance of the agencies periodically and submit reports to the Authority for the release of payments to STA and the Capacity Building agency.
4. Anchoring the development and execution of the work plan for achieving all deliverables of this sub-component including management of the CRV team, reporting to senior management (PM) and being the single point of contact for Sub-Component 3.4 for all internal and external stakeholders
5. The Component Lead with support from STA will work together in developing a work program for this sub-component, finalize the catalogue of mitigation solutions, finalize

the VDMP process and ensure the capture of the progress on the CRV monitoring dashboard

6. Coordinate closely with Component Leads of Flood Shelter, EWS, and CQRT for operational requirements and drawing linkages for effective implementation of the activities. Coordinate with the Component Lead EWS to ensure the preparation of base maps and risk maps for villages and subsequent integration with the ASDMA GIS Portal developed under the project.
7. Undertake visits to program districts, circles and villages at different stages of design and implementation, with regular briefing to the Project Director and Project Officer of PIU-ASDMA and ensuring timely course corrections, where needed.
8. Facilitate the formation of and managing the functioning of a Technical Advisory Committee to provide regular technical guidance and approval to the STA outputs.
9. Ensure compliance with environmental and social safeguards, procurement and financial management commitments related to the activities in the Incumbent's purview.
10. Contract management of all the activities (consultancy and works) as defined in the program activities.
11. Provide timely inputs to Focal Points of Communications, Gender, Safeguards, Procurement and Financial Management functions.
12. Regularly reporting on physical and financial progress on sub-component 3.4 to the Project Director and Project Officer of PIU-ASDMA.
13. Preparing for and reporting on activities during the implementation support mission and technical mission, including facilitating visits to the sites.
14. Liaising with FREMAA, WRD, district, circle, civil society and community representatives, and with any other stakeholder on behalf of ASDMA on matters related to the activities in the Incumbent's purview
15. Monitor, evaluate and manage the contract of the Capacity building agency for village level task forces. Review the progress through the framework/dashboard for monitoring and continued performance monitoring of the village-level task forces.
16. Ensuring the archiving all the documents and communications related to the activities in the Incumbent's purview in a commonly shared web-based space and / or project MIS, including DPRs, Bid Documents, MoUs, safeguard screenings, analytical reports and communications output generated during the program.
17. Any additional task on AIRBMP as directed by Project Director and Project Officer.

#### **4) Deliverables and Milestones**

The Incumbent will lead all the project management tasks/activities needed to ensure the successful delivery of the following in Phase 1, AIRBMP:

##### **Design Stage**

- Preparation of base maps for all the CRV villages identified in Phase I and Phase II
- Finalize framework development for CRV and its components.
- Prepare Concept Note and Terms of References as required for delivery of the sub-component.
- Prepare activity budget and monitor closely during implementation stage

##### **Tendering Stage**

- Successful tendering and award of all activities

##### **Implementation Stage**

- Ensure timely delivery of the following works by STA along with monitoring and evaluation of the performance of STA
  - CRV Framework for Assam and state-level CRV monitoring system
  - Approval of the STA work plan and the tools developed for undertaking the field survey
  - 50 risk-informed Village Disaster Mitigation Plans, investment plan
  - Finalization of Catalogue of Mitigation Options
  - Commission communication strategy and outreach programme for the sub-component
  - Department action plans for implementation of VDMPs
  - Selection of Phase 2 villages and preparation of base maps
  - Ensure VDMPs are online and updated on all aspects of the agreed CRV framework.
  - Monitor the field activities and ensure quality assurance.
- Ensure timely delivery of the following works by capacity building agency along with monitoring and evaluation of performance
  - Formation and training of task forces
  - Equipment storage, distribution and management mechanism
  - Commission communication strategy and outreach programme for the sub-component
  - Monitoring and evaluation of the performance of task forces

#### **5) Planning and Contracting**

The expected date of joining is within 1 month after the provision of the offer letter. The duration of the position shall be for 3 years, to be reviewed and renewed annually based on performance and work requirements. The consultant shall be based full-time at the ASDMA office and must be willing to travel extensively in other districts of Assam to different project sites. The engagement will be on a contract basis without entitlement to

any claims, rights, interests or further benefits in terms of regularization or consideration of further appointment to the said post or any other post. Either party may terminate this contract at any time, upon 30 working days' written notice to the other party.

## **6) Qualifications and Competencies**

Qualification:

### *Essential*

- Post Graduate degree or above preferably in Engineering/Natural Sciences/Disaster Management/Social Work/Social Development/ Anthropology/ Development Studies.

Desirable

- PhD in Development Studies/ Disaster Management
- Diploma or certification in Project Management
- Women, Transgender and LGBTQ candidates will be given preference

**Experience:**

### *Essential*

- Total Experience- A minimum of 15 years of demonstrated experience in planning, monitoring and evaluation, managing partnerships with reputed organizations, preferably with Government organizations, NGOs, INGOs, donor agencies or international organizations, is required. For applicants having a PhD in Development Studies/Disaster Management, the minimum experience required would be 10 years.
- Excellent analysis and report writing skill is crucial.
- Excellent IT skills like usage of utility software including MS Office, Stata, ChatGPT etc.
- Good communication skills and experience of working with partners and donor agencies; pro-activeness, positive attitude and professional integrity are required as well.
- Demonstrated experience leading teams and delivering high-quality and timely project results, including management of complex contracts.

### *Desirable*

- Knowledge and use of technology-enabled tools for disaster management, planning, and social development projects
- Experience in the Assam context and conversational abilities in Assamese will be an added advantage over the above-mentioned capabilities.
- Experience working on Externally Aided Projects

## **7) Remuneration**

INR 1,50,000/- to INR 2,00,000/- per month (inclusive of local taxes) and will be finalized and fixed during negotiations based on the qualifications and experience. TA/DA and Allowances admissible as per project norms.



## 8) Reporting and Performance review

The Incumbent will report to the Project Officer-AIRBMP, ASDMA who will also report on the performance to CEO, ASDMA for review. Moreover, the Incumbent will also inform and coordinate with the concerned focal point of ASDMA for regular field level inputs.

## 9) Facilities to be provided to the Incumbent.

ASDMA will provide the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- All day-to-day office travel, transportation, and accommodation arrangements will lie entirely with the consultant. However, in case of necessary travel to field and or outside the PIU office, the Project will provide transportation or travel costs.
- The PIU may provide further reasonable assistance in connection with carrying out his / her responsibilities as and when required.

## 10) Other terms and conditions

- The interview will take place at the **Office of the Assam State Disaster Management Authority (ASDMA), Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan, Dispur, Guwahati-781006.**
- The applicant should mention the name of the post applied for on top of the envelope containing the application. Candidates applying for multiple posts should submit their applications separately in different envelopes mentioning the name of the post applied for on top of the envelope containing the respective applications. ***Candidates can also apply online by sending their filled application form along with supporting documents duly signed and scanned at [piu.asdma.proc@gmail.com](mailto:piu.asdma.proc@gmail.com) within the stipulated deadline.***
- No TA/DA will be paid for attending the interview.
- Applications received at Assam State Disaster Management Authority (ASDMA) after the deadline will be summarily rejected.
- The applicants may have to appear for a written test/interview at the venue, date and time as decided and directed by the Authority, at their own cost.
- Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised that they fulfil the prescribed eligibility before applying, details of which are available on ASDMA website. The Authority also reserves the right to accept or reject any application

without assigning any reason thereof. Canvassing in any form will lead to summary disqualification

- Last date for submission of Application (Online/Offline) is **29<sup>th</sup> March 2024 up to 1700 Hours** and should addressed to:

The Chief Executive Officer,  
Assam State Disaster Management Authority (ASDMA),  
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,  
Dispur, Guwahati- 781006, Assam, India





