

Assam State Disaster Management Authority

Vacancy Announcement

Application in Prescribed Form along with 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.

Sl. No.	Name of the Post	No. of posts
1	Community Based Disaster Risk Management (CBDRM) Expert	1 (one) No.

Last date for submission of application is **15th August, 2022** and scanned copy of application form along with other relevant documents should be mailed to recruitment.asdma@gmail.com. No hard copies will be accepted.

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

**Deputy Secretary &
State Project Coordinator,
Assam State Disaster Management Authority.**

Invitation for Application for the position of CBDRM Specialist under Assam State Disaster Management Authority, Assam Integrated River Basin Management Project (AIRBMP)

Project/ Organization	Assam State Disaster Management Authority/ Assam Integrated River Basin Management Project (AIRBMP), Government of Assam.
Project Category	Community Based Disaster Risk Management (CBDRM) Expert
No. of Positions	1 (one)
Experience:	Minimum (10) ten years of total experience in the social sector out of which minimum experience of five years in the field of Disaster Management – Post Qualification. Kindly Refer detailed ToR attached.
Type of Contract :	Individual Contract
Expected Duration of Assignment:	12 months.

A. Introduction:

Assam is one of the States where flood creates havoc every year. The Government of Assam (GoA) recognizes that its capacity in water resources planning and management and disaster risk management needs to be strengthened to address the key water related risks through structural and non-structural measures. As part of this initiative, the Government of Assam (GoA), with financing and technical support from the World Bank, is implementing “Assam Integrated River Basin Management Project (AIRBMP)”. The project aims to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The program focuses on building the requisite institutional capacity, filling critical knowledge gaps, and implementing integrated solutions to tackle the current challenges for climate resilient growth and improved livelihoods. The AIRBMP has identified to build the capacities of relevant stakeholders for integrated water resources management and disaster risk reduction including the Assam Water Resources Department (WRD), Assam Disaster Management Authority (ASDMA), and Flood and River Erosion Management Agency of Assam (FREMAA), each of which has a role in water resources management and disaster-risk mitigation.

The Assam State Disaster Management Authority (ASDMA) is a statutory institution

constituted as per the adoption of the Disaster Management Act 2005. The ASDMA is responsible for coordination and implementation of disaster preparedness, response and recovery in the State. ASDMA monitors various weather related natural hazards and advisories from multiple sources which are communicated to field level functionaries and stakeholders. Strengthening the capacity of Assam State Disaster Management Authority has been recognised as a critical aspect in AIRBMP which includes institutional strengthening and modernising the disaster risk management system in Assam. In order to support ASDMA, an experienced Disaster Risk Management (DRM) Specialist is required as Individual consultant to design appropriate investment plans for institutional strengthening and integrating ASDMA Operations with other stakeholder departments. In particular, this specialist will support the preparation and implementation of the ‘Climate Resilient Villages’ and ‘Strengthening of Circle Disaster Management Committees.

B. Specific Requirement for the Project-

The Expert/Consultant proposed to be engaged shall provide the services for –

Component 3: Integrated Flood/River Erosion Risk Management-ASDMA;

Sub-components-3.1 Climate Resilient Villages & 3.3 Strengthening of Circle Disaster Management Committees.

C. Objectives:

1. Creation of Climate Resilient Villages: Creation of Climate Resilient Villages will enhance the capacity of ASDMA to mitigate the impact of climate induced hazards and prepare the communities to be resilient to risk of hazards. The activities/ components under Climate Resilient Villages will include 1. Improving Mitigation Planning: (Village Mapping Exercises for Hazard, Vulnerability & Capacity analysis, including, Preparation of village wise Base maps in the GIS platform, Development of GIS-based village risk maps using secondary hazard data and village surveys, Participatory PRA and GIS-mapping exercises with communities to arrive at a consolidated village risk analysis, including installation of hazard

maps at village, Preparation of village disaster management plans, including mitigation actions, Development of a platform for digital representation of village risk information and plans to monitor plan preparation, implementation & further update the information 2. B. Enhancement of Community Coping Capacities: (Communications and Awareness, Capacity Building, School Resilience Actions, Preparedness Equipment) 3. Facilitation of Departmental Linkage 4. Demonstration of Mitigation Actions

2. Strengthening of the Circle Disaster Management Committees:

ASDMA proposes to strengthen the Circle Disaster Management committees by creation of institutions like Circle Quick Response Teams (CQRT) s. The CQRTs will be the first responders at the Circle level and they will work under the command of Circle Officer. The Circles will be capacitated with a local level material bank which will be housed in the Circle level Emergency Operation Centres (CEOC). The consultant will be responsible to prepare a framework and monitor the works of the CQRT, development of apps/user interface for settlement of incentive claims made by CQRTs, identification and procurement of equipment for material bank including PPEs for the CQRT, design an appropriate disaster risk insurance program for life security of CQRT members, identification and requisition of land for construction of CEOC, liaise with technical departments /hired agencies for construction of CEOC integrated Circle Office at the Circle level, development of SOPs at all levels etc.

D. Scope of the work:

The scope of work of the expert/consultant includes but not limited to-

- i. Support ASDMA in overall planning and design of CRV and CQRT investment proposal under Phase I of AIRBMP.
- ii. Study of best practices in other states/best global practices pertaining to CRV & CQRT projects and recommendation/finalization of project components/activities in consideration with feasibility and VFM (Value for Money).

- iii. The consultant will be responsible for planning and execution of the activities in the resilient villages, documentation, monitoring of the overall work, database development, and reporting. The consultant will work closely with focal point of ASDMA to identify the risks in the vulnerable villages and to plan the interventions which will be required to mitigate the disaster risks in a particular village.
- iv. Targeting and coverage under the sub-project, including criteria for selection and prioritization of target villages.
- v. Consultant will devise meaningful inclusion of and engagement with women and vulnerable and/or marginalized groups at different stages of the program.
- vi. The consultant will also be responsible to monitor preparation of the Disaster Management plans in the village including installation of the Village hazard maps.
- vii. Support the hiring process of the socio-technical support agency, monitor their progress and timely implementation, and quality review of their deliverables/outputs.
- viii. Technical Guidance to Social Technical Agency and verification of field level surveys and reports
- ix. Monitor the implementation of sub-project components for example, risk analyses and planning; nature of preparedness activities; nature of mitigation activities; integration with schemes and ongoing DRM programs; knowledge building and learning activities; communication activities etc, in coordination with other CRV team members. The mitigation activities mentioned above can include a vast range of issues and sectors that emerge as important and immediate in community consultations, risk analysis and DRR planning process. For example, this can include repair and strengthening works for community infrastructure; agriculture, fisheries and livelihood related actions; land and hazard protection related; strengthening housing for vulnerable groups; human-animal conflict related, rural household energy related, pandemic/COVID-preparedness related, amongst others. The project design should map all the potential activities in advance based on a thorough analysis of the context, and identify how the project will facilitate communities to implement these

actions – including, the knowledge and training needs that may emerge, the schemes with which linkages will need to be established, and some selected interventions that can be financially supported under the project.

- x. Phasing, Packaging and preparation of feasible implementation plan.
- xi. SWOT analysis of the suitable implementing agency (IA)/ department, linked departments, to arrive at the ideal IA and the arrangement with the parent agency of ASDMA.
- xii. Liaison with departments for linkages of this program with other schemes and programs of the GoA, including the School Safety Program as part of the investment plan design and scheme level integration for CRV actions (mitigation/adaptation) The consultants will also be responsible for establishment of departmental linkages and explore how resilience component can be factored into the existing departmental schemes and programmes. The consultant will organize workshops under the guidance of component in charge at ASDMA and also look into the design development / re-consideration under existing schemes.
- xiii. The consultant will work together with other sectoral consultants for the preparation and finalization of procurement plans, social safeguard documents, environmental impacts assessments, communication plans, financial arrangements related to the project activities.
- xiv. Implementation arrangements, including staffing requirements and guidance notes and training modules for staff
- xv. Top -down and down-up information flow and arrangements with a special focus at village level.
- xvi. M&E and other project management aspects, including guidance on developing a baseline and indicators that need to be monitored through the project period.
- xvii. Communication and knowledge management aspects in coordination with the Communications Specialist

- xviii. Working closely with the Environment, Safeguards, Procurement, FM and Communications Specialists on the respective compliance and reporting requirements
- xix. Costing and budget preparation for the project and its sub-components/activities.

Deliverables expected from the consultant-

Sl.No	Deliverables
1	Detailed Project Concept Notes
2	List of activities and sub-activities
3	Sequencing note for activities and assistances in planning
4	Contract Management Plans and Progress monitoring mechanism for the project

D. Qualifications

Master's Degree in a relevant discipline (preferably in Disaster Management, Environmental Sciences/Engineering, Social Work, Mass Communication, Sociology, Geography, Geology, Agriculture, Architecture, Urban Planning or any relevant field).

E. Experience

- Minimum (10) ten years of total experience in the social sector out of which minimum experience of five years in the field of Disaster Management – Post Qualification.
- Demonstrated experience of designing and implementing community-based disaster risk reduction programs or comparable experience in other community-based initiatives such as supporting gram panchayat development planning or implementing community-based water sanitation/nutrition/ livelihoods programs in disaster prone villages
- Candidates must also have previous experience in the field of risk assessments, preparation of Disaster Management Plans, Guidelines, SOPs' working in the area related to Disaster Management.

- Familiarity with the working with Donor (World Bank, ADB, etc.) funded projects/World Bank, NGOs and other development agencies;
- Prior experience of implementation and monitoring of DRM project activities would be considered as an added advantage, including working with communities, volunteers, local DRM officials.

Competencies

- Excellent project management skills (management of human and financial resources, quality assurance, results-driven approach to implementation)
- Proficiency in use of Computers to manage data base and generation of reports, with overall good communication skills (in Assamese, English, Hindi)
- Knowledge of participatory rural appraisal tools and community processes; experience and knowledge of participatory GIS tools will be an asset
- Working knowledge of GoA's schemes and departments for rural services and infrastructure and rural disaster risk contexts in Assam
- The applicant should be physically fit to undertake extensive field visit within and outside the state.
- Strong inter-personal skills, communication, networking and team-building skills
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

F. Duration of Assignment

- i. The services of the consultant may be required for a period of 2 years but the initial duration shall be for a period of one year which shall be reviewed and renewed based on performance and work requirement. In case of non fulfilment of service requirements or in-appropriate conduct or pre-term closure of the project, ASDMA will terminate the contract agreement with the consultant. The consultant will be responsible for data security of collected information during the project term and will not share data with any other third party other than ASDMA and World Bank without obtaining approval of ASDMA. Breach of data

security by the consultant will lead to termination of contract.

- ii. The consultant shall be based full time at the ASDMA office in Guwahati and must be willing to travel extensively in other districts of Assam to different project sites.

G. Travel Requirements

The Specialist will be required to undertake field-visits and tours as per the project requirements.

H. Reporting and Performance Review

The Specialist will report to the Project Head of ASDMA. The consultant will work closely with the ASDMA component in-charge of CRV & CQRT as well as other specialists from AIRBMP on different aspects of the project. The work and performance of the Specialist shall be reviewed by the Project Head on a periodic basis.

I. Facilities to be Provided by the Client (ASDMA)

The client will provide the team with 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
- Counterpart staff to work with.

J. Remuneration:

- ₹70,000/- to ₹120000/- per month (inclusive of local taxes) and will be fixed during negotiations based on experience and previous assignments undertaken. Transit expenses likely to be incurred by the consultant pertaining to the project site shall be reimbursed based on actuals with justified ceiling limits to be confirmed during contract negotiations.

Instructions to Applicants

Selection Criteria-

The selection committee will select any candidates for the positions by following way:

Step I: Short Listing of the Applications

- i. Application according to the given format
- ii. Basic Education Qualification
- iii. Year of Experience
- iv. Knowledge of Relevance.

Step II: Interview

- i. Attitude (10 marks)
- ii. Domain Knowledge & Communications (10 marks)
- iii. Cross verification of Step I (10 marks)

How to apply:

Candidates are requested to apply in application format provided along with this ToR, on or before **15th August, 2022**. Scanned copy of application form along with other relevant documents should be mailed to recruitment.asdma@gmail.com. Candidates should mention the name of the post applied for in the subject of the email. No hard copies will be accepted.

Related Information:

- i. The candidates should maintain and operate an email during the duration of the recruitment. All correspondences will be through email only.
- ii. Due to the expected high number of applications, only shortlisted candidates will be called for round of interview.
- iii. This is a draft indicated ToR only. The CEO, ASDMA reserves the right to change, update or modify this ToR at any stage during the recruitment process or at the time of signing of the Contract Agreement.

APPLICATION FORM FOR THE POSITION OF.....

1. Full Name of the candidate (In Block Letters):
2. Father's/Husband's Name :
3. Mother's Name :
4. Gender:
5. Marital Status :
6. Nationality :
7. Permanent Postal Address (attach a copy of evidence):
8. Police Station:
9. Current Address:
10. Mobile No.:
11. Mobile No. (WhatsApp messenger) :
12. Email ID :
13. Passport No. (If available):
14. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
15. Age (As on 1st July'2022) : _____ Years _____ month(s)
16. Current Designation:
17. Current Employer's Full Address with contact email and phone number:
18. Educational Qualification (attach copies of certificates):



Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

19. Training details relevant to the position applied (attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

20. Total Professional Experience : _____ Years _____ month(s)

21. Details of Professional Experience (Starting from latest **)(attach copies of experience certificates):

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Last net salary drawn (per annum)	Summary of Services provided

** Attach latest salary certificate.

22. Write a brief note describing why you would like to be associated with us : (Maximum 250 words)

23. Languages proficiency:(please tick v)

Sl.	Language	Read	Write	Speak

24. Computer/Software proficiency:

Sl.	Program/Software/Applications	Excellent	Good	Average

25. Names and Addresses of two persons from whom we may seek reference about you:

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

Sl	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

26. Have you ever been discharged or forced to resign from any position? (If yes furnish details)

<p>Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the ASDMA to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by ASDMA would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.</p>	
<p>Date :</p> <p>Place :</p>	<p>Signature of the Candidate</p>

IMPORTANT Notes:

- Candidates shall complete this application in not more than 8 pages strictly as per the above format, along with self-attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. *The complete application (only in PDF format) along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.*
- While self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application (only in PDF format).
- Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications may be rejected.