

NIDM/Admn./Rec. of Prog. Manager/101/2010

Dated : 22.2.2013

To,

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\_\_\_\_\_  
\_\_\_\_\_

**Subject : Providing of Manpower on outsource basis- Reg.**

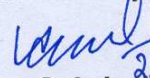
Sir,

The National Institute of Disaster Management constituted under the Disaster Management Act 2005 has been entrusted with the nodal national responsibility for human resource development, capacity building, training, research, documentation and policy advocacy in the field of Disaster Management.

It is proposed to hire one Programme Manager and One Stenographer on outsource basis for a period of 6 months. The details is enclosed at Annexure – I.

It is requested that financial proposal for providing one Programme Manager and one Stenographer in NIDM for the period of six months may be submitted latest by 5.3.2013

Yours faithfully,

  
(Arun Sahdeo)  
Consultant  
22.2.2013



## Annexure – I

Sl. No.	Name of post	No. of posts	Educational Qualification & Experience required	Rate to be quoted (all inclusive ) in Rs.
1.	Programme Manager	1	As per TOR enclosed	
2	Stenographer	1	Graduate with possessing a speed of 100 words per minute in Shorthand (English or Hindi) and Typing 50 w.p.m	



## **ToR for Program Manager (NIDM-WBI Programme on Disaster Risk Management)**

### **About NIDM-WBI Collaboration**

The National Institute of Disaster Management (NIDM) New Delhi and the World Bank Institute (WBI) Washington DC have entered into a collaboration to develop a broader understanding of Disaster Risk Management (DRM) principles and practices and enhance their effectiveness in India.

In order to achieve this objective, NIDM, with support from WBI will

- a) Offer On-line Courses on DRM according to regular annual programme;
- b) Customize the Global Distance Learning (DL) Program on DRM to the specifics of India and South Asia region;
- c) Develop new courses according to the demands and needs of the region;
- d) Brand the newly developed courses for wide publicity among the prospective;
- e) Assist the state level institutions to become Centers of Excellence in specific areas of DRM;
- f) Assign faculty to participate on staff development program;
- g) Organize supporting workshops such as alumni meeting etc.

### **Specific Tasks of the Program Manager (PM)**

The PM serves as a focal point for implementation of the collaboration between the WBI and the NIDM. The PM will report to the Executive Director (ED) of the NIDM and work closely with WBI DRM programme representatives in India for the planning, organization, coordination and delivery of the entire programme. The specific tasks and responsibilities of the PM shall be to:

#### **A. Course Planning**

- a) Prepare a comprehensive plan for the customization of the existing On-line Courses, which would include development of guidelines for customization, time line for customization, branding, validation etc;
- b) Prepare a plan for the development of new courses, which would include identification of the themes of the new courses, development of the broad course structure and pedagogy of the new courses in consultation with experts, cost and time frame time line for development, branding, validation etc;



## **B. Course Development**

- a) Identify the resource persons for customization of the existing courses and development of new courses;
- b) Develop detailed ToRs for the resource persons;
- c) Negotiate with the resource persons regarding the fees, timeline etc
- d) Monitor the development of the courses;
- e) Validate the courses through peer review, pilot testing etc.

## **C. Course Delivery**

- a) Develop an Annual Calendar of On-line Courses in consultation with the faculty members and the ED of the NIDM;
- b) Develop a strategy for branding and marketing of the courses;
- c) Engage a professional company for designing and branding of the courses and prepare TOR for the same;
- d) Provide wide publicity to the courses through advertisements in newspapers, web sites, brochures etc;
- e) Select course participants, send them course materials in time, provide them the URL for logging on the course etc
- f) Identify Course Coordinators, Facilitators and Assistant Facilitators for the courses, develop ToRs for them;
- g) Develop Manuals for conducting the courses;
- h) Check and monitor the online activities of participants and Facilitators daily during the course delivery and intervene and serve as a backup facilitator in case of low level of interactions;
- i) Monitor the conduct of the courses and send advisories to the concerned Facilitators in consultation with the ED if the courses are not being conducted as per the standards laid down in the Manual;
- j) Announce the results of the Courses and arrange to send the Certificates to the successful participants;
- k) Select in consultation with the Course Coordinator 5 best course projects for each course;
- l) Monitor and evaluate the performance of the Course Coordinator and Facilitators for each Course and send a report to ED.

## **D. System Development**

- a) Ensure that the hardware and software for the On-line Courses are in perfect of operation and maintenance;
- b) Ensure that the Manuals and Guidelines for the planning, development and delivery of the courses are in place and these are complied with;



- c) Develop a proper system for the archival, analysis and retrieval of data on applicants, participants, facilitators, projects, results etc;

### **Eligibility Conditions**

- a) The applicant must be a post-graduate with sound knowledge of the principles and practices of disaster risk management;
- b) The applicant must have experiences of coordinating similar On-line courses;
- c) The applicant should have sound knowledge of Linux operating system and MOODLE software on which the On-line courses shall be delivered;
- d) The applicant must have demonstrated capability of leadership, coordination and management of programme.



## APPLICATION FORM

Photo

### Program Manager (NIDM-WBI Programme on Disaster Risk Management)

**INSTRUCTIONS:** Please fill up the form completely and clearly. Type or print in ink. If needed additional pages may be attached. Be sure to sign and date the form.

1. Full Name (as per Certificates):

Present Address:

Contact details (Tel. & Fax No.):

Mailing Address:

Email:

Permanent Address:

2. (a) Place of Birth: (b) Date of Birth:

3. Sex (Check): Male ☐ Female ☐

4. Marital Status (Check): Married ☐ Divorced ☐ Single ☐  
Widowed ☐ Separated ☐



5. Education; Furnish details

A. General Education: University/ College Level

Name and Place	Degree/ Diploma	Year	Main Subject (s)

B. Professional Education/ Experience:  
General Education: University/ College Level

Name and Place of Institute	Degree/ Diploma	Year	Fields of study

6. Language Proficiency (Check)

	Speaking			Writing			Reading		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair

7. Employment Record: Starting with your present or most recent post, list in reverse order every employment during the last ten years and any significant experience included in that period which you believe will be helpful in evaluating your record. Use a separate block for each post. Use additional sheets of paper as required.

Date: \_\_\_\_\_ Salaries per annum (Excl. allowances) \_\_\_\_\_ Exact title of the post \_\_\_\_\_



Name of Supervisor:

Allowances, etc

Duty Station:

Name of Employer:

Total Tax:

Number and kind of  
employees  
supervised by you:

Address of Employer:  
(If applicable):

Net Salary:

Reason for leaving

Description of your work:

8. Have you any objections to making inquiries with your present employer?

9. References: List three persons not related to you who are familiar with your character and qualification.

Full Name	Address and Tel/ e-mail	Occupation

I certify that the statements made by me in the foregoing items are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld from this form may provide grounds for the withdrawal of any offer of appointment or dismissal, if an appointment has been accepted.

Date:

Signature:

Place:

Name in block letters: