

**National Institute of Disaster Management
(Ministry of Home Affairs)**

01.03.2024

**Advertisement for Post of Research Consultant and Project Assistant
under DMP-DFPD project at NIDM, New Delhi**

Advertisement for engaging (i) One Research Consultant and (ii) One Project Assistant, purely on contractual basis, under the “**National Disaster Management Plan of the Department of Food and Public Distribution (DMP-DFPD)**” project.

Selection Process: The filled application must be sent to NIDM Campus at Plot No. 15, Pocket 3, Block B, Sector 29, Rohini, New Delhi-110042 and a soft copy should also be sent through email at ecdrmdivision.nidm@gmail.com on or before 15.03.2024. Only Selected Candidates would be called for Personal Interaction at NIDM, Rohini Campus.

The detailed Terms of Reference (Remuneration, Qualifications & Responsibilities, etc.) are available at the NIDM website at: www.nidm.gov.in under Recruitment Section.

Scroll Below for the Detailed TOR and Application Forms

**National Institute of Disaster Management
(Ministry of Home Affairs)**

TERMS OF REFERENCE FOR PROJECT / RESEARCH CONSULTANT

No. of Position(s) – 01

1) Educational Qualification & Experience:

Ph.D. (in Environment Science/Agriculture/ Food Technology/ Engineering/ Natural Resource Management or allied areas)

WITH

5 years relevant experience, preferably in a) Drafting of national-level sectoral Plan(s) of adaptation/DRR and b) Experience of dealing with government departments, ministries and international agencies.

2) Desirable Experience:

- (i) Good writing skills in English and familiarity with computer application (MS Word, Excel) and know-how of secondary research – collection and compilation of data, analysis and report writing.
- (ii) Knowledge of the principles and practices in climate change and disasters, resilience and sustainable development related issues.
- (iii) Experience of research or risk/vulnerability studies, consultation workshops and drafting of reports/documents.
- (iv) Research Publication, book chapters, scientific articles, etc.
- (v) Experience of developing publications, and case studies/ edited volumes/ training modules/manuals.
- (vi) Experience of developing National level Sectoral Plan(s) of Adaptation/ DRR.
- (vii) Skill of using analytical and diagram software.

3) Tasks to be carried out: Research Consultant shall be responsible for timely submission of following deliverables:

S.No.	Major Deliverables	Timeline	Remuneration
1.	a. Submit Disaster Management Plan framework (as per NDMP). b. Constitute the Working Group Committee. c. Submit the Hazards-Risk, Vulnerability and Capacity Assessment (HRVCA) template.	1 st Month	Rs. 70,000/-
2.	a. Conduct the First Working Group meeting. b. Finalise HRVCA form and conduct HRVCA exercise and workshop c. Submit draft of 6 DMP Chapters.	2 nd Month	Rs. 70,000/-
3.	a. Submit the HRVCA report. b. Submit draft of remaining 6 DMP Chapters.	3 rd Month	Rs. 70,000/-

4.	a. Submit the first draft of DMP and share it with DFPD and Working group members. b. Conduct the second Working Group meeting.	4 th Month	Rs. 70,000/-
5.	a. Revise DMP as per the comments received from the departments and WG members. b. Submit the framework for Training Manual.	5 th Month	Rs. 70,000/-
6.	a. Finalize DMP as per the comments received from WG, Project director and DFPD. b. Submit the final DMP to DFPD	6 th Month	Rs. 70,000/-
7.	a. Submit the draft of Training Manual. b. Presentation of the final DMP for DFPD.	7 th Month	Rs. 70,000/-

In addition to the above deliverables, Research Consultant would also:-

- Assist the Project Director in project management, related coordination and steering.
- Assist the Project Director in any other tasks given to them.
- Maintain the inventory of documents/resource materials and prepare periodic progress report and reviews.
- Travel as per the requirements of the project.
- Maintain confidentiality of information/documents as per instructions.

4) Duration of Engagement:

The period of engagement will be initially for seven months extendable to one year with added deliverables, purely on contractual basis. The engagement would not entail the Research Consultant for any claim of employment with NIDM establishment or the government.

5) Supervision and Guidance:

The Research Consultant shall assist the Project Director of the Project.

6) Remuneration:

A total amount of Rs. 4,90,000/- spread across seven months based on timely deliverable submission.

7) Age Limit:

40 Years as on 31.03.2024

8) Place of Posting:

NIDM Campus at Plot No. 15, Pocket 3, Block B, Sector 29, Rohini, New Delhi-110042.

TERMS OF REFERENCE OF PROJECT ASSISTANT

No. of Position(s) – 01

1) Educational Qualification & Experience:

Graduate from a recognized university with 2 years of experience as project/office assistant or similar/related works.

2) Desirable Experience:

- Prior experience any of the field - Disaster Management/ Food /Environment related sectors or in Training or Office/Record Management would be added advantage.
- Good communication, analytical and drafting skills in English.
- Good computer skills including MS-Office, Email, Typing speed, etc

3) Tasks to be carried out:

The Project Assistant shall be responsible for the following tasks:

- (i) Assist the members of project unit at NIDM and coordination with various stakeholders/external agencies or experts as per requirement of the project.
- (ii) Provide administrative, coordination, data entry and documentation related support to members of project unit at NIDM.
- (iii) Manage and put up files & records of the project unit.
- (iv) Assist in data processing of reports, making presentations, event calendar, monthly reports etc.
- (v) Any other task(s) assigned by the Project Director or the Executive Director.
- (vi) Travel as per the requirements of the project.
- (vii) Maintain confidentiality of information/documents as per instructions.

4) Duration of Engagement:

The period of engagement will be limited to the project period (for 1 year) purely on contractual basis. The engagement would not entail the Project Assistant for any claim of employment with NIDM establishment or the government.

5) Supervision & Guidance:

The Project Assistant shall assist the Project Director of the Project.

6) Remuneration:

Consolidated Rs. 22,000/- per month.

7) Age Limit:

35 Years as on 31.03.2024

8) Place of Posting:

NIDM Campus at Plot No. 15, Pocket 3, Block B, Sector 29, Rohini, New Delhi-110042.

NATIONAL INSTITUTE OF DISASTER MANAGEMENT

(Ministry of Home Affairs, Government of India)

APPLICATION FORM AT FOR PROJECT POSITIONS

Name of the Post Applied for:.....

Name of the Project/Assignment:.....

1. Full Name:.....

2. Father's Name:.....

3. Date of Birth:.....

4. Domicile:.....

5. Nationality:.....

6. Mailing Address (with Tel./Mob.No. and email address):.....

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7. Permanent Address:.....

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8. Educational Qualifications:

S.No.	Course	Subject	University/Institute	Year of Passing	Division/Class

9. Work Experience:

S.No.	Organization/Institute	Post Held	Period From To	Pay/Emoluments drawn	Nature of Work	Remarks

10. Details of Publications/research/documentation work etc.:.....

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11. Experience of Drafting of sectoral/disaster management related plan:.....

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12. Experience of dealing with Government departments, ministries and international agencies:.....

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13. Additional information if any, which appears would like to mention in support to his/her suitability for the post:

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14.References(upto 2-Name/AffiliationandContacts):.....

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(Signature)

Date:.....

MobileNo.:.....

Emailaddress:.....