

NATIONAL INSTITUTE OF DISASTER MANAGEMENT
(Ministry of Home Affairs)

ToR for Rapporteurs for 3rd meeting of the NPDRR

Background

Government of India has constituted a multi-stakeholder National Platform for Disaster Risk Reduction vide Government's Resolution No.47-31/2012- DM-III dated 26th February 2013. The Functions of the NPDRR are to review the progress made in the field of disaster management advice regarding coordination among DRR shareholders, appraise the extent and manner in which the disaster management policy has been implemented and share the knowledge and experiences of disaster managers. The 3rd session of NPDRR is tentatively scheduled during 5-6 May, 2020 at Vigyan Bhawan, New Delhi for which National Institute of Disaster Management (NIDM) has been entrusted with the key responsibility of organizing/coordinating the event. In this regard, NIDM intends to engage **10 nos.** of Rapporteurs on purely contractual basis for the event.

Objective

The objective of the engaging Rapporteurs is to capture the complete notes of the proceedings and produce a report on the proceedings of the event and recommendations within three days of the completion of the event. The report shall include all the presentations made during the seminar, a narrative summary of the proceedings and discussions and the professional observations from the processes and outcomes of the event.

Deliverables

- Main proceedings (verbatim) and summaries of each session.
- Include inputs and recommendations from the speakers.
- Compile presentations and photographs; annex them to the main report.
- Develop press release and declarations if any.

Eligibility

- Proficient in spoken and written English, with an university degree from a recognized institution in English/ Literature/ Journalism.

- Sound experience in rapporteur of technical workshops.
- Excellent report writing skills with neat, concise and clear style in writing.
- Have an understanding of Disaster Management subjects/issues.

Engagement

The Rapporteurs shall be engaged by NIDM purely on contractual basis from **21.04.2020 to 20.05.2020** on a consolidated fee of **Rs. 30,000/-**. If required, engagement may further be extended on proportionate fee basis.

Selection Process

The interest candidates may appear for a Walk-in Interview on **10.04.2020 at YMCA Tourist Hostel, Jai Singh Road, New Delhi-1** out of which shortlisted candidates may be called for practical round on **16th and 17th April 2020**.
