

TERMS OF REFERENCE**Data Entry Operator (DEO)**

1.	Name of Post	Data Entry Operator
2.	Educational Qualification	<ul style="list-style-type: none"> • Graduation in any discipline • Typing speed of 40 wpm. • Diploma / Certificate Course (1 year) in Computers. • Knowledge of MS Office Suite (Word, Excel, PowerPoint etc.), Adobe Reader, Internet, E-Mail, etc
3.	Experience	Candidates should have minimum experience of 2 years in similar position.
4.	Age Limit	The maximum age limit will be 35 years.
5.	Duration	<p>a. For a period of 12 months to be extendable by upto 24 months.</p> <p>b. The NDMA can remove the incumbent at any time by giving one month's notice or the incumbent can also resign from the assignment by giving one month's notice to NDMA.</p>
6.	Fee	Rs. 22,000/- per month
7.	Duties to be performed	<ul style="list-style-type: none"> • Data entry work using computer and appropriate software; entering, updating, verifying and/or retrieving data into/from various sources; and ensuring the accuracy and confidentiality of information recorded. • To keep record of incoming/ outgoing dak, files / registers etc., to keep filing upto date, collect information desired by the Sr. Consultant / NDMA, to deal in a tactful manner with visitors and to attend telephone calls with courtesy. • To perform such other duties as may be assigned to him by Sr. Consultant / NDMA from time to time in relation to the implementation of the Scheme.

TERMS OF REFERENCE

Sr. Consultant (Disaster Management)

1. Category, Qualification, Experience etc.:

1.	Discipline	Disaster Management
2.	Name of Post	Sr. Consultant
3.	Educational Qualification	Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning.)
4.	Experience	<ul style="list-style-type: none"> • Candidates should have minimum experience of 10 years in the fields related to disaster Management — Post Qualification. • Candidates having M. Phil Degree in the relevant field are required to have minimum experience of 8 years. • Candidates having Ph.D. Degree in the relevant field are required to have minimum experience of 5 years. • Candidates must also have reasonable experience in the field of preparation of Disaster Management Plans and Guidelines, or working in the area related to disaster management.
5.	Age Limit	The maximum age limit will be 65 years.
6.	Duration	<ol style="list-style-type: none"> a. For a period of 12 months. Annual extension can be Granted till the completion of the project. b. The Consultant can be removed at any time by giving one month's notice or the Consultant can also resign from the assignment by giving one month's notice to the competent authority. If the performance of the Sr. Consultant is not satisfactory, NDMA may recommend for termination of the contract.
7.	Fee	Rs. 1,00,000/- (One Lakh) per month
8.	Reporting Mechanism	Sr. Consultant shall report to appropriate authority in State/UT And shall maintain co-ordination with NDMA.
9.	Deliverables/ Outcomes	<ul style="list-style-type: none"> • Technical Assistance in preparation of the Hazard Risk Vulnerability Atlas for the State. • Alignment of State Plans and District Plans in accordance with the Sendai Framework. • Facilitating State/ UT Govt. Departments in preparation of their Departmental Disaster Management Plan. • Coordinating Mock Drills, compiling reports, compiling data during disasters, help in organization of joint Workshops with States.

		<ul style="list-style-type: none"> • Compiling and timely furnishing of data and information to NDMA on disaster aspects, implementation of NDMA Schemes, and Sendai Framework Monitoring indicators. • Enhancing disaster preparedness for effective response and to “Build Back Better” in recovery, rehabilitation and reconstruction. • Help in setting up of the Disaster Data Base at the State and District level. • Collection of reports about the lessons learnt and best practices from the State and exchange/ sharing of these among the States and NDMA. • Assist the SDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes. • Any other tasks assigned by SDMA/NDMA.
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2. Precise **Statement of Objectives:** Suggest measures for integration of mitigation measures in the development plans of State/ UT Governments.

3. **Outline of the task to be carried out:** In addition to the work pertaining to deliverables and outcomes of the Scheme, the following tasks are to be performed:
 - (a) Support the State Governments in taking measures for implementation of Sendai Framework for Disaster Risk Reduction and reporting on the Sendai Framework Monitoring Indicators.
 - (b) To develop coordination mechanism with the aim of implementing Sendai Framework at State and District levels.
 - (c) To ensure implementation of Programmes and Schemes of NDMA by States/ UTs.
 - (d) To help in capacity building and training activities carried out by NDMA.
 - (e) Liaison with the SDMAs, Relief Commissioners and other Government Departments dealing with Disaster Management.