

Advertisement for the post of Senior Disaster Risk Reduction (DRR) Consultant at State level and Disaster Risk Reduction (DRR) Consultant at District level and under NDMA sponsored Scheme

OSDMA is implementing two number of schemes (1) "Strengthening of District Disaster Management Authorities (DDMAs) in 8 Hazard Prone Districts of Odisha out of the 115 identified backward districts" in India. (2) "Sendai Framework for Disaster Risk Reduction (DRR)" sponsored by National Disaster Management Authority (NDMA).

M/S Tej Raj & Pal Chartered Accountants (TRP) has been engaged by OSDMA for recruitment of one Sr. Disaster Risk Reduction (DRR) Consultant at State Level and Disaster Risk Reduction (DRR) Consultant at District Level at eight hazard prone districts (Kalahandi, Dhenkanal, Kandhamal, Rayagada, Koraput, Bolangir, Gajapati, and Malkangiri) through the selection process.

Applications are invited from eligible candidates for filling up the following posts on temporary and project basis for one year with monthly remuneration as noted against each post.

Sl. No.	Name of the Post	No of Posts	Maximum Age as on 01.01.2021	Monthly consolidated Fee (in Rs.)
1.	Sr. Disaster Risk Reduction (DRR) Consultant at State Level	01	65years	1,00,000/- (Rs One lakh only)
2.	Disaster Risk Reduction (DRR) Consultant at District Level	08	65 years	70,000/- (Rs Seventy thousand only)

Eligibility Criteria:

Senior Disaster Risk Reduction (DRR) Consultant at State Level

1	Educational Qualification:	Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning.)
2	Experience	<ul style="list-style-type: none"> • Candidates should have minimum post qualification experience of 10 years in the fields related to Disaster Management - Post Qualification. (Master's Degree) • Candidates having M. Phil Degree in the relevant field

		<p>are required to have minimum experience of 8 years.</p> <ul style="list-style-type: none"> • 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.
3	Age Limit	<ul style="list-style-type: none"> • The maximum age limit will be 65 years as on 01/01/2021
4	Duration	<ul style="list-style-type: none"> • Engagement of candidate will be initially for a period of 12 months. Further extension may be given on satisfactory performance. • Authority reserves the right to shorten the duration for unsatisfactory performances. • One month prior notice will be given by OSDMA to the Consultant for disengagement from OSDMA. • If the candidate wants to leave the assignment, one month prior notice shall be given or one month's remuneration in lieu thereof shall be paid by him to OSDMA.

Disaster Risk Reduction (DRR) Consultant at District Level:

1	Educational Qualification	Master's Degree in any discipline (preferably in Disaster Management, Social Work, Sociology, Geography, Agriculture, Architecture, Engineering, Urban Planning.)
2	Experience	<ul style="list-style-type: none"> • Candidates should have minimum post qualification (Master's Degree) experience of 5 years in the fields related to Disaster Management. • Candidates having PhD Degree in the relevant fields are required to have minimum post qualification experience of 3 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.
3	Age Limit	The maximum age limit will be 65 years as on 01/01/2021
4	Duration	<ul style="list-style-type: none"> • Engagement of candidate will be initially for a period of

		<p>12 months. Further extension may be given on satisfactory performance.</p> <ul style="list-style-type: none"> • Authority reserves the right to shorten the duration for unsatisfactory performances. • One month prior notice will be given by OSDMA to the Consultant for disengagement from OSDMA. • If the candidate wants to leave the assignment, one month prior notice shall be given or one month's remuneration in lieu thereof shall be paid by him to OSDMA.
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General information and Instructions:

- i. The above positions are purely temporary in nature and co-terminus with the Project.
- ii. Women candidates are encouraged to apply.
- iii. Details of Application format and Terms of Reference for the positions are available in the website: www.tejrajpal.org and www.osdma.org
- iv. Interested candidates fulfilling the eligibility criteria as mentioned above may send their applications as per the prescribed format given in the website to **Tej Raj & Pal, Chartered Accountants**, Plot no. 1278/2256/4294, Govinda Prasad, Bomikhal, Behind Ekamra Talkies, Bhubaneswar - 751010, Cell: 7381300144 on or before 31/03/2021 through **Registered** and **speed post only**. The application should be duly signed by the candidate along with self attested copies of all supportive documents.
- v. The application shall not be received in any means other than the **Registered & Speed post**. On-line application or submission of application in person is not allowed. The recruiting firm will not be responsible for any delay/ missing applications through post. The application received after due date shall summarily be rejected.
- vi. Applications must be sent in sealed envelope containing application and supporting documents with the following superscription "Application for the position of -----".
- vii. Self attested photocopies of all mark sheets, certificates, photographs, documents of relevant experience and other testimonials should be attached with the application form. Submission of any document in later stage shall not be entertained.
- viii. In case the marks obtained are in the form of CGPA, OGPA, DGPA, GPA, CPI etc., a certificate for conversion as applicable to percentage of marks shall be submitted at the time of submission of application form.
- ix. Applicants interested in applying for more than one position can do so by

sending applications separately for individual position quoting the position applied on the top of the envelope.

- x. Candidates are required to visit the above-mentioned website at regular intervals for any notification, updates, results etc. relating to recruitment.
- xi. Candidates will be selected on the basis of selection process. Only shortlisted candidates will be called for participation in the selection process. Short listing will be done on the basis of career marking and experience. The list of short-listed candidates will be published in TRP and OSDMA website. The shortlisted candidates will be intimated through e- mail only.
- xii. The shortlisted candidates should bring their original identity Proof (Voter ID/ PAN/ Driving License/ Aadhar Card) while appearing the written and interview test.
- xiii. Over age, under qualification, short of requisite information and experience in the application form shall be rejected.
- xiv. No travel and other cost will be provided to the candidates for attending the written test and interview.
- xv. The contract will be for a period of one year and may be extended further on the basis of performance and/ or as per the project guidelines.
- xvi. Any clarification mail us - hrtejraipal@gmail.com
- xvii. Canvassing in any form will render the candidate disqualified for the position.
- xviii. The authority reserves the right to accept or reject any/ all applications without assigning any reason thereof.

Selection Procedure

- The candidates fulfilling the eligibility criteria as per advertisement will be taken into consideration.
- All eligible candidates will be shortlisted based on the applicant's career marks and relevant experience giving due weightage to the % of marks secured by the candidate.
- Only shortlisted candidates would be called for the written test and interview.
- The final merit list will be prepared on the basis of total marks secured in the written test & interview.
- The selected candidates will be engaged by OSDMA on temporary basis, initially for one year and may be extended further subject to satisfactory performance.
- Original certificates/ mark sheet/ documents/ other testimonials will be verified prior to interview.
- The candidates selected as Sr. Disaster Risk Reduction (DRR) Consultant at State level and Disaster Risk Reduction (DRR) Consultants at District level will

be engaged in OSDMA through the man power service provider.

Skill:

1. The candidate should have fairly good writing ability in English and Odia language and fluency of speech in both the language.
2. The candidate must have outstanding communication, documentation, presentation and organizational and management skills.
3. The candidate should possess knowledge in the use of computers and MS office packages etc.
4. Ability to prepare comprehensive reports and other communication material for providing progress updates.
5. Good interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
6. Speak and write clearly and effectively; correctly interpret messages from others and respond appropriately; demonstrate openness in sharing information and keeping people informed.
7. The candidate should be physically and mentally fit to work in disaster situations. He/ she will be liable to serve anywhere in the state for project implementation.

Senior Disaster Risk Reduction (DRR) Consultant**1. Category, Qualification and Experience etc...**

1.	Discipline	Disaster Management
2.	Name of Post	Senior Disaster Risk Reduction (DRR) 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 field related to Disaster Management – Post Qualification (Master's Degree).• 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 as on 01.01.2021.
6.	Duration	<ul style="list-style-type: none">• Engagement of candidate will be initially for a period of 12 months. Further extension may be given on satisfactory performance.• Authority reserves the right to shorten the duration for unsatisfactory performances.• One month prior notice will be given by OSDMA to the Consultant for disengagement from OSDMA.• If the candidate wants to leave the assignment, one month prior notice shall be given or one month's remuneration in lieu thereof shall be paid by him to OSDMA.
7.	Fees	Rs.1,00,000/- (One Lakh) per month

8.	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 / 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. • Compiling and timely furnishing of data and information to NDMA on disaster aspects implementations 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 task assigned by SDMA / DDMA.
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2. **Precise Statement of Objectives** :Suggest measures for integration of mitigation measures in the development plans of State Government

3. **Outline of the tasks to be carried out:** In addition to the work pertaining to deliverables and outcomes of the scheme, the following task are to be performed:

- a) Support the State Government 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 State.
- 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.

Disaster Risk Reduction (DRR) Consultant

4. Category, Qualification and Experience etc...

1.	Discipline	Disaster Management
2.	Name of Post	Disaster Risk Reduction (DRR) Consultant
3.	Educational Qualification	Master 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 post qualification (Master's Degree) experience of 5 years in the fields related to Disaster Management. • Candidates having Ph. D. Degree in the relevant field are required to have minimum post qualification experience of 3 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 as on 01.01.2021.
6.	Duration	<ul style="list-style-type: none"> • Engagement of candidate will be initially for a period of 12 months. Further extension may be given on satisfactory performance. • Authority reserves the right to shorten the duration for unsatisfactory performances. • One month prior notice will be given by OSDMA to the Consultant for disengagement from OSDMA. • If the candidate wants to leave the assignment, one month prior notice shall be given or one month's remuneration in lieu thereof shall be paid by him to OSDMA.

7.	Fees	Rs.70, 000/- per month.
8.	Deliverables / Outcomes	<ul style="list-style-type: none"> • Alignment of District Plans in accordance with the provisions of the Disaster Management Act, Sendai Frameworks and state Plan. • Coordination of Mock Exercises at various locations in these districts. • Training of officials for capacity building for better preparedness and effective response measures. • Creation of awareness about Disaster Risk Management. • Compiling and timely furnishing of data and information to SDMA on disaster aspects and Sendai Framework Monitoring Indicators. • Improved coordination of the District Administration with Taluka and Panchayat level for effective preparedness, response and mitigation measures. • Help in setting up of the Disaster Data Base at the District level. • Assist the DDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes. • Any other task assigned by SDMA / DDMA.

5. **Precise Statement of Objectives:** To provide technical assistance for Disaster Risk Management as per Sendai Framework / State Plan and Suggest measures for integration of mitigation measures in the development plans of District Administration.
6. **Outline of the tasks to be carried out:** In addition to the work pertaining to deliverables and outcomes of the scheme, the following task are to be performed:
- a. Support the District Administration in taking measures for implementation of Sendai Framework for Disaster Risk Reduction.
 - b. To develop coordination mechanism with the aim of implementing Sendai Framework at District level.
 - c. To help in capacity building and training activities carried out by NDMA.

- d. To facilitate creation of awareness about Disaster Risk Management.
- e. The Disaster Risk Reduction (DRR) Consultant will assess the mock drill exercise along with other line department, Develop the DRR plan of the District integrating the mandates of NDMA, OSDMA, and DDMA.
- f. Disaster Risk Reduction (DRR) Consultant support and ensure in developing the Departmental DRR Plan.
- g. He /She will be crucial in identifying the public buildings which has been damaged during occurrence of any disaster and will be the link with Collector and Govt. In taking up the restoration and repair of the building.
- h. All the public infrastructure executed by Govt. Department will be monitored by Disaster Risk Reduction (DRR) Consultant. The Line Departments at District level are to be made sensitized about the role and responsibilities of DRR Specialists and involve them in the process of planning and execution of every Govt Project.
- i. The prime responsibility of the Disaster Risk Reduction (DRR) consultant will be to sensitize public regarding the benefit of disaster resilient construction practice and highlight the existence of resilient houses and ensure the safety of life and security of property during any disaster
- j. He/ she will also sensitize about the emerging of new disasters due to climatic change and effective way of handling the new disasters
- k. He will be the resource person for OSDMA regarding all the activities to be taken up by OSDMA as well as execution of Disaster Risk Reduction (DRR) plans. As the resource person he will orient the Govt. Officers of the entire department regarding the mandate to be given by OSDMA. He will also identify the needs assessment and appraise OSDMA wherever its intervention is required.

APPLICATION FORM

Application for the Post of _____
(Separate applications for Specific Posts)

Affix recent self
attested colour
passport size
Photograph

Name in Block Letters	:	
Father's/Husband's Name	:	
Address for Correspondence	:	
Permanent Address	:	
Mobile No	:	
E mail ID	:	
Date of Birth (supported by High School certificate)	:	
Age as on 01/01/2021	:	
Gender (Male/Female)	:	
Marital Status (Married/Unmarried)	:	

Educational Qualification (Attach self attested photocopy of certificates/ mark sheets):

Qualification	Degree	Board/ Institution/ University	Year of passing	Subject	Total Marks	Marks secured	% of marks
HSC							
Intermediate							
Graduation							
Post Graduation/ Masters							
Any other							

Experience – Attach photocopies of Experience Certificates:

Sl No.	Name of the position/ designation	Employer/ Organization	Period		duration	Key responsibilities
			from	To		

Current Employment- (Attach Proof of documents of current employment):

Name of the position/ designation	Employer/ Organization	Date of Joining	Key responsibilities

Computer Proficiency:

MS Office software Packages	
Others	

Language Proficiency:

Language	Ability to speak			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Odia									
Other (Specify)									

Declaration:

I hereby declare that the information provided is correct, genuine and complete to the best of my knowledge and belief and nothing has been concealed or distorted.

Place :

Date :

Full Signature of Applicant

TERMS OF REFERENCE

Disaster Management (DM) Professional /Senior DRR Consultant

1. Category, Qualification and Experience etc...

1.	Discipline	Disaster Management
2.	Name of Post	Disaster Management (DM) Professional / DRR Consultant
3.	Educational Qualification	Master 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 post qualification experience of 5 years in the fields related to Disaster Management.• Candidates having Ph. D. Degree in the relevant field are required to have minimum post qualification experience of 3 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 months notice or the consultant can also resign from the assignment by giving one month notice to the competent authority.
7.	Fees	Rs.70, 000/- per month.
8.	Deliverables / Outcomes	<ul style="list-style-type: none">• Alignment of District Plans in accordance with the provisions of the Disaster Management Act, Sendai Frameworks and state Plan.• Coordination of Mock Exercises at various locations in these districts.• Training of officials for capacity building for better preparedness and effective response measures.

		<ul style="list-style-type: none"> • Creation of awareness about Disaster Risk Management. • Compiling and timely furnishing of data and information to SDMA on disaster aspects and Sendai Framework Monitoring Indicators. • Improved coordination of the District Administration with Taluka and Panchayat level for effective preparedness, response and mitigation measures. • Help in setting up of the Disaster Data Base at the state and District level. • Assist the DDMA in identifying opportunities for mainstreaming Disaster Risk Reduction (DRR) in development programmes. • Any other task assigned by SDMA / DDMA.
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2. **Precise Statement of Objectives :** To provide technical assistance for Disaster Risk Management as per Sendai Framework / State Plan and Suggest measures for integration of mitigating measures in the development plans of District Administration.
3. **Outline of the tasks to be carried out:** In addition to the work pertaining to deliverables and outcomes of the scheme, the following task are to be performed:
 - a) Support the District Administration in taking measures for implementation of Sendai Framework for Disaster Risk Reduction.
 - b) To develop coordination mechanism with the aim of implementing Sendai Framework at District level.
 - c) To help in capacity building and training activities carried out by NDMA.
 - d) To facilitate creation of awareness about Disaster Risk Management.
 - e) The DRR Consultant will assess the mock drill exercise along with other line department, Develop the DRR plan of the District integrating the mandates of NDMA, OSDMA, and DDMA.
 - f) DRR Consultant support and ensure in developing the Departmental DRR Plan.
 - g) He /She will be crucial in identifying the public buildings which has been damaged during occurrence of any disaster and will be the link with Collector and Govt. In taking up the restoration and repair of the building.
 - h) All the public infrastructure executed by Govt Department will be monitored by DRR Consultant. The Line Departments at District level are to be made sensitized about

the role and responsibilities of DRR Specialists and involve them in the process of planning and execution of every Govt Project.

- i)** The prime responsibility of the DRR consultant will be sensitise public regarding the benefit of disaster resilient construction practice and highlight the existence of resilient houses and ensure the safety of life and security of property during any disaster
- j)** He/ she also sensitize about the emerging of new disasters due to climatic change and effective way of handling the new disasters
- k)** He will be the resource person for OSDMA regarding all the activities to be taken up by OSDMA as well as execution of DRR plans. As the resource person he will orient the Govt. Officers of all the department regarding the mandate to be given by OSDMA. he will also identify the needs assessment and appraise OSDMA wherever intervention is required.

TERMS OF REFERENCE Annexure-1

Disaster Management (DM) Professional /Senior DRR Consultant

1. Category, Qualification and Experience etc...

1.	Discipline	Disaster Management
2.	Name of Post	Disaster Management (DM) Professional /Senior DRR 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 field 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 notice to the competent authority.
7.	Fees	Rs.1,00,000/- (One Lakh) per month
8.	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. • Compiling and timely furnishing of data and information to NDMA on disaster aspects implementations 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

		<p>Disaster Risk Reduction (DRR) in development programmes.</p> <ul style="list-style-type: none"> • Any other task assigned by SDMA / DDMA.
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2. **Precise Statement of Objectives** :Suggest measures for integration of mitigation measures in the development plans of State Government
3. **Outline of the tasks to be carried out:** In addition to the work pertaining to deliverables and outcomes f the scheme, the following task are to be performed:
 - a) Support the State Government 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 Scheme of NDMA by State.
 - 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.