

NATIONAL INSTITUTE OF DISASTER MANAGEMENT
(Ministry of Home Affairs, Government of India)

Documentation of “Chemical Disasters”

Date 06.01.2022

National Institute of Disaster Management (NIDM) invites proposals for engagement of Consultants for “Documentation of Chemical Disasters” on the following terms and conditions:

1. Proposal

NIDM Proposes to engage one Consultant and one Jr. Consultant for a fixed period of 6 months for “Documentation of Chemical Disasters”. The Consultant shall be paid fixed amount of Rs. 1,25,000/- and Jr. Consultant shall be paid fixed amount of Rs. 50,000/- on completion of work.

2. Scope of work

The work for “Documentation of Chemical Disasters” includes Desk Research, Field Visit (if required) to the study area/site, Coordination and collection of information from the line departments, Compilation of data and analysis, Report making and any other related activity required for developing the document.

3. Terms of Reference for the position of Consultant

(a) Essential Qualifications/Experience

- (i) Masters Degree in Social Sciences/ Geography/ GIS/ Geometrics/ Environmental/ Earth Science/ Engineering/ Disaster Management / Hydrology / Hydrogeology or allied subjects with at least 55% of the marks or its equivalent grade; and
- (ii) Minimum 10 years of experience of relevant field.

(b) Desirable Qualifications/Experience

- (i) In-depth knowledge and professional experience of developing case studies.
- (ii) Knowledge of editing and finalizing of case studies and success stories.
- (iii) Knowledge and experience in writing, conducting case study research.
- (iv) Proven ability to master the full training cycle.
- (v) Adequate knowledge of learning management software.
- (vi) Familiarity with traditional and modern training methods, tools and techniques.

(c) Duties & Responsibilities

- (i) Study/review of related documents/plans/data collected from various sources for the purpose
- (ii) To lead academic activities/functions for the preparation of case study on Chemical Disasters and Lesson learnt from it from 2011- 2021.
- (iii) Identify training needs by evaluating strengths and weaknesses.
- (iv) Translate requirements into trainings that will groom employees for the next step of their career path.
- (v) Develop or oversee the production of classroom handouts, instructional materials, aids and manuals.
- (vi) Direct structured learning experiences and monitor their quality results.
- (vii) Assess training effectiveness to ensure incorporation of taught skills and techniques into employees work behavior.
- (viii) Periodically evaluate ongoing programs to ensure that they reflect any changes.
- (ix) Stay abreast of the new trends, tools and include in case study.
- (x) Any other task assigned by the Executive Director, NIDM or Head.

4. Terms of Reference for the position of Jr. Consultant

(a) Essential Qualifications/Experience

- i) Masters Degree with 50% marks in Social Sciences/ Geography/ GIS/ Geometrics/ Environmental/ Earth Science/ Engineering/ Disaster Management/ Hydrology/ Hydrogeology or allied subjects with at least 50% of the marks or its equivalent in Masters Degree with consistent good academic record.

(b) Desirable Qualifications/Experience

- i) M.Phil or Ph.D. in the concerned or allied disciplines. Contribution to innovation educational, design of new curricula and courses and technology-mediated teaching learning process.

(c) Duties & Responsibilities

- i). To assist in academic activities for the preparation of case study.
- ii). Adequate knowledge of learning management software
- iii). Familiarity with traditional and modern training methods, tools and techniques
- iv). Familiarity with talent management and succession planning
- v). Ability to conduct cost-benefit analysis and calculate training ROI
- vi). Sound decision making and organisational skills
- vii). Ability to present complex information to a variety of audiences
- viii). Proficiency in MS Office and in database software
- ix). To provide technical support and assistance to all capacity building interventions related with prevention, mitigation and preparedness and response aspects of disaster management.
- x). Any other task assigned by the Executive Director, NIDM/Reporting Officer.

5. How to apply

Interested candidates may submit their application in the prescribed format with superscription “**Application for engagement of _____ (Consultant/Jr. Consultant for “Documentation of Chemical Disasters”)**”. Application should be addressed to **The Executive Director, National Institute of Disaster Management, Ministry of Home Affairs**, Plot no. 15, Pocket-3, Block-B, Sector-29, Rohini, Delhi-110042 and must reach latest by **27/01/2021**. Soft copy of the application may also be sent through email at nidm.outreach@gmail.com.

6. Terms & Conditions

- i) Since the work is time bound, commitment is required to produce desired outputs timely, on need basis.
- ii) Confidentiality of the work is required to be maintained at all times and the work may be discussed & submitted only to designated officers of NIDM.
- iii) Apart from the fixed amount mentioned above for the work, no other charges shall be payable.
- iv) The final document shall be the property of the NIDM/Govt. of India and may not be used/shared with any other entity in future.
- v) NIDM reserves the sole right to accept or reject any or all proposals thus received without assigning any reason thereof.
- vi) NIDM will not be responsible for any delay on account of late submission of application. Late receipt of application will not be considered and will be rejected summarily.

**Executive Director
NIDM**

**National Institute of Disaster Management
(Ministry of Home Affairs, Government of India)**

Application Format

1. Name:
2. Father's Name:
3. Date of Birth:
4. Domicile:
5. Nationality:
6. Mailing Address (with Tel./Mob. No. and email address):
7. Permanent Address:
8. Educational qualification:

Sl.No.	Course	Subject	Universities/ Institute	Year of Passing	Division/Class
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9. Work Experience:

Sl. No.	Organization/Institute	Post held	Period		Nature work	Nature of work	Remarks
			From	To			

Note:* in case of retired, last pay/emoluments drawn

10. Brief about publications/research/documentation work etc.:
11. Additional information if any, which candidates would like to mention in support to his/her suitability for the post:
12. References (upto 2-Name/Affiliation and Contacts):

Date:

(Signature):

Mobile No:

Email address: