



कार्यालय जिला आपदा प्रबन्ध प्राधिकरण, गोरखपुर

Terms of Reference of Part Time Technical Consultant/Documentation Expert

1	Background/Objective/Workscope	Background: <ul style="list-style-type: none">- DDMA Gorakhpur as the apex body, is mandate to follow the policies, plans and guidelines given by the NDMA & UPSDMA to ensure timely and effective response to disasters.- DDMA Gorakhpur developed climate cell at a district level. To facilitate the ongoing activities in collaboration with Unicef Lucknow, DDMA has decided to place Part Consultant for Climate Cell and field related activities. Objectives: <ul style="list-style-type: none">- The Consultant will assist DDMA in better management of climate related information by providing technical support. The Consultant is expected to collect information from Various Line Departments and Sub Divisions and also provide support in 02 selected Villages for DRR-CCA related activities.
2	Qualification, Eligibility and Experience	Part Time Technical Consultant (Data Collection & Field Operation) – Maximum 10 Days in a Month or as per requirement <ul style="list-style-type: none">- MSW/MBA and Diploma in Computer Application, CCC- Knowing MS Office is essential and typing speed (Hindi – 25 words & English – 30 words)- Persons will also be considered if accompanied by proven expertise an experience in the area of Disaster Risk Reduction and Climate Change. Part Time Technical Consultant (Climate Data Analysis, Facilitating Meetings with Climate Cell Members/Line Departments and Field Operation) Maximum 09 Days in a Month or as per requirement <ul style="list-style-type: none">- Graduate in Social Development/Social Science or related fields and Complete Computer Application- Person will also be considered if accompanied by proven expertise an experience in the area of facilitating trainings and capacity building program at field/district level in the area of Disaster Risk Reduction and Climate Change- The field is desirable – Retired Government or Non-Government employee with above qualification and experiences including working as an Climatologist would also be eligible for this positions. 02 Part Time Consultant for Documentation (Hindi & English) Maximum 05 Days in a Month or as per requirement <ul style="list-style-type: none">- MSW/MBA/PGDRD- An understanding of the socio-economic, political and ecological conditions of the region and high level of analytical, conceptual and strategic planning skills.- To be familiar with and abide by the International standards, commitments and policies- Information technology skills and using ICT in DRR-Resilience- Physical fitness for travel and a willingness for sustained field work- Persons will also be considered if accompanied by proven expertise an experience in the area of Disaster Risk Reduction and Climate Change.
3	Deliverables/Scope of Work	Part Time Technical Consultant (Data Collection & Field Operation) <ul style="list-style-type: none">- Information Collection from all Sub Division and related line departments.- Monthly, Quarterly and Yearly data report

		<ul style="list-style-type: none"> - Facilitating capacity building program in 02 selected villages - Developing VDMP and implementing field related activities. - Report compilation – generated by Automatic Weather Station. <p>Part Time Technical Consultant (Climate Data Analysis, Facilitating Meetings with Climate Cell Members/Line Departments and Field Operation)</p> <ul style="list-style-type: none"> - Coordinate with Climate Cell Members and provide relevant support - Organize Climate Cell meeting on quarterly or as per need. - Operate Automatic Weather Station - Prepare Quarterly News Letter - Facilitating capacity building program in 02 selected villages - Developing VDMP and implementing field related activities. <p>02 Part Time Consultant for Documentation (Hindi & English)</p> <ul style="list-style-type: none"> - Progress and event documentation for quarterly, half-yearly and annual reports. - Photo & video documentation of short clips - Capture quantitative, qualitative processes, outputs effects and impacts of programmes and activities. - Preparation a detailed project reports for presenting to the funding agencies, public and other stakeholders. - Managing a Quarterly newsletters for internal and external circulations <p>In addition to deliverables following task may be performed:</p> <ol style="list-style-type: none"> a. Advise on various issues of DRR-CCA b. Assist in Seminar/Workshops/Meetings/Conference. c. Provide scientific and technical support and identify specific areas of interventions. d. Any other necessary work for overall management of DDMA's.
4	Remuneration	<ul style="list-style-type: none"> - Part Time Technical Consultant (Data Collection & Field Operation) – Consolidated fee of Rs. 2,500/- per day (including travel and other allowances) - Part Time Technical Consultant (Climate Data Analysis, Facilitating Meetings with Climate Cell Members/Line Departments and Field Operation) – Consolidated fee of Rs 2,500/- per day (including travel and other allowances) - 02 Part Time Consultant for Documentation (Hindi & English) - Consolidated fee of Rs 5,000/- per day (including travel and other allowances)
5	Any other work	Any other work to be assigned as per requirement by DDMA Gorakhpur
6	Schedule for completion of Tasks	<ol style="list-style-type: none"> a. Initially the consultancy will be for a period of July 2018 to December 2018 b. The DDMA Gorakhpur can remove the incumbent at any time by giving one month's notice or the incumbment can also resign from the assignment by giving one month's notice to the Employer. c. The above contract period shall be subjected to the time limit and fund made available by the Unicef Lucknow under DDMA financing project.

**Application for engagement of Part Time – Consultant/Documentation Expert in
the District Disaster Management Authority (DDMA), Gorakhpur
Submit Application Form on email id – ddmagorakhpur@gmail.com
Last Date for Submission – 29.07.2018**

Candidate should Fix
Current Colour Passport
Size Photograph (Self
Attested)

1. Name:
2. Father's Name:
3. Mother's Name:.....
4. Date of Birth:
5. Female/Male/Other:
6. Domicile:
7. Nationality:
8. Aadhar No.:
9. Mailing Address (with Tel./Mob. No. and email address)
-
10. Permanent Address:.....
-
11. Education Qualification:

Sl. No.	Course	Subject	Universities/ Institute	Year of Passing	Percentage

12. Work Experience

Sl. No.	Organization/ Institute	Period		Nature of Work	Remarks
		From	To		

13. In case of Retired Government Servant, Grade Pay/Pay Band must be indicated:.....

14. Whether SC/ST/OBC:

15. Refrence

- a.
- b.

Declaration: I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

(Signature)

Date:.....

Mobile No.....

Email address: