

Annexure – I

Implementation Strategy

Programme Output 1: Institutional Strengthening and Capacity Building for DRR.

Implementing partner: NDMA

1. Background:

The Ministry of Home Affairs, Government of India with support from UNDP-India implemented the Disaster Risk Management Programme (2002-09) in 176 multi hazard prone districts in 17 States across the country. The programme attempted to demonstrate a sustainable model to institutionalize systems for disaster risk management at all levels (village/GP/Block/ Ward/ULB/District/State) with focus on community based disaster preparedness and response. This programme was concluded in June 2009. However the implementation of the sub component of the GOI-UNDP DRM Programme i.e. Urban Earthquake Vulnerability Reduction Project which covered 38 earthquake prone cities across the country was continued till 31st December, 2009.

There has been a paradigm shift in the approach of the Government of India towards Disaster Management, from relief centric response to disaster preparedness, mitigation and prevention. A comprehensive Disaster Management Act was enacted in 2005 .The DM Act promotes adoption of a holistic and coordinated approach towards disaster risk reduction. It provides the legal framework for disaster management and explicitly states the roles and responsibilities of the designated authorities and departments at the national, state and district level towards disaster preparedness, response and mitigation. Disaster Management Institutions have also been established at national, state and district level with highest political leadership at the national and state level and active involvement of the local self government at the district level. National Disaster Management Authority was constituted in the year 2005 and a National Policy on Disaster Management been formulated with a vision to promote a culture of prevention and preparedness – by centre-staging DM as an overriding priority at all levels and at all times. The NDMA has issued various guidelines to mitigate and prevent the risks of natural and manmade hazards (earthquake, cyclone, floods, landslides and avalanches, chemical and biological). Guidelines have also been issued on mass casualty care, pschcyo social support and mental health services. For facilitating the preparation of State DM plans NDMA has also developed guideline on preparation of State Plans. The authority is also implementing large scale mitigation projects like National cyclone Risk Mitigation project, National Earthquake Risk Mitigation Project, School Safety Project. For more coordinated and effective response National Disaster Response Force (NDRF) has been constituted by NDMA and mockdrills are being conducted to test the preparedness and the

response capacity of the government systems and the community to any unforeseen calamity.

Based on these experiences gained during the implementation of the GOI-UNDP DRM Programme, the enactment of Disaster Management Act 2005, and the various efforts undertaken by NDMA it was felt necessary to take up more programmes to enhance the capacity of the DM institutions set up at various levels for disaster risk reduction.

Hence after the successful implementation of the GOI-UNDP Disaster Risk Management Programme (2002-2009), Government of India with support from UNDP is now implementing the GOI-UNDP Disaster Risk Reduction Programme (DRR) from 2009 to 2012 with an outlay of \$20 million (approximately Rs. 100 crores). The GOI-UNDP DRR programme is envisaged to support Central and State Government programmes and initiatives by providing critical inputs that would enhance the efficiency and effectiveness of the efforts in Disaster Risk Reduction. The programme strives to strengthen the institutional structure to undertake Disaster Risk Reduction activities at various levels including risks being enhanced due to climate change and develop preparedness for recovery.

GOI-UNDP DRR Programme will have two outputs.

- I. Institutional strengthening & capacity building for Disaster Risk Reduction to be implemented by NDMA with an outlay of \$ 12.6 million (approximately Rs 63 crores).
- II. Urban Risk Management to be implemented by Ministry of Home Affairs with an outlay of \$7.4 million (approximately Rs.37 crores).

The enactment of the DM Act in December 2005 provided great impetus to the institutionalization of disaster management at the National, State and District levels in India. However, in many States the DM institutions (SDMAs and DDMAs) are still in the process of becoming fully functional and some are, especially at the District level, still in the process of being constituted.

State Disaster Management Authority (SDMA) is a part of the State Government and is a nodal institution for **planning, coordination and monitoring** for disaster prevention, mitigation, preparedness and management. SDMA **lays down the policies** on disaster management for the State. It **approves Disaster Management Plans** in accordance with the guidelines laid down by the National Authority and SDMA **coordinates its implementation**. It provides guideline and reviews the **measures being taken for mitigation, capacity building and preparedness** by the Government of the state and issue guidelines as necessary. SDMA **recommends provision of funds** for mitigation and preparedness measures.

State Executive Committee (SEC), headed by the Chief Secretary shall assist the State Authority in performing its functions and coordinating the action in accordance with the guidelines laid down by the State Authority and directions issued by the State Government.

The functions to be performed by SDMA as per the provisions of DM Act are as follows:

- *Lay down State Disaster Management Policy*
- *Approve the State Plan in accordance with the guidelines laid down by the National Authority.*
- *Approve the Disaster Management Plans prepared by the departments Government of state.*
- *Lay down guidelines to be followed by the departments of the government of the State for the purposes of integration of measures for prevention of disasters and mitigation in their development plans and projects and provide necessary technical assistance therefor.*
- *Coordinate the implementation of the State Plan.*
- *Recommend provision of funds for mitigation and preparedness measures*
- *Review the development plans of the different departments of the state and ensure prevention and mitigation measures and integrated therein.*
- *Review the measures being taken for mitigation, capacity building and preparedness by the departments of the government of the state and issue such guidelines as may be necessary.*
- *Lay down detailed guidelines for providing standards of relief to persons affected by disaster in the state.*

Functions of State Executive Committee are as follows:

- *Examine the vulnerability of the State and specify measures to be taken for their prevention or mitigation;*
- *Lay down guidelines for preparation of disaster management plans by the departments.*
- *Monitor the implementation of the guidelines laid down by the State Authority for integrating of measures for prevention of disasters and mitigation;*
- *Coordinate response in the event of any threatening disaster;*
- *Evaluate preparedness at all governmental and nongovernmental level to respond to any threatening disaster situation or disaster and give directions where necessary for enhancing such preparedness.*
- *Promote general education, awareness and community ;*
- *Give directions to any department of the government of the state or any other authority or body in the state regarding actions to be taken in response to any threatening disaster situation or disaster.*
- *Provide necessary technical assistance or give advice to District Authorities and Local Authorities for carrying out their functions effectively.*
- *Coordinate and monitor the implementation of National Policy, National Plan and State Plan.*
- *Advise the State Government regarding all financial matters in relation to disaster management;*
- *Examine the construction, in the State and, ensure compliance of standards;*
- *Provide information to the National Authority relating to different aspects of disaster management;*

However in many of the state level consultations it was pointed out by the representatives of State Governments that SDMAs despite being the most important policy making body do not have adequate technical assistance and human resources due to which its meetings are infrequent and authorities have not been able to function effectively. Dedicated and trained human resource support to SDMAs is required to perform some of these crucial functions as envisaged under the Act.

The GOI-UNDP Project on “ Institutional Strengthening and Capacity Building” aims at strengthening capacities of existing SDMAs and selected DDMA’s in the country to perform various functions as mandated under the DM Act, 2005. The project will be hereafter referred as DRR Project.

Coverage: The GOI-UNDP DRR project at present aims to cover all the states in India country with 3-6 districts in each state.

The broad activities to be taken up under the project are as follows:

- 1) Providing dedicated HR support to the SDMAs and selected DDMA’s to assist in performing some of the key functions as envisaged under the DM Act.
- 2) Risk Assessment and Vulnerability Analysis at selected states and districts.
- 3) Standardising the methodology for post disaster Damage and Need Assessment at national and state level and building capacity of government departments and functionaries.
- 4) Training and Capacity Building on Post Disaster Recovery and Reconstruction.
- 5) Training and capacity building on integrating and mainstreaming Disaster Risk reduction into development planning and programmes.
- 6) Enhancing capacity of various stakeholders on Disaster preparedness, response and mitigation planning. This will include providing training on preparation of State and district DM Plan as well as on CBDRM.
- 7) Implementation of Pilot projects NDMA, SDMAs and DDMA’s at the National, State and District levels in key sectors of DM, for mainstreaming DRR into national development programmes/ projects and build capacity of the human resources in key departments and Ministries.
- 8) Building partnership for knowledge and information sharing on Disaster Risk Reduction.

2. Project Implementation and Monitoring arrangements:

National Disaster Management Authority being the implementing partner has set up a Project Steering Committee under the chairmanship of Secretary NDMA with representatives from NDMA, MHA, State Governments, UNDP and other relevant stakeholders including representatives from various departments of central and state governments. Joint Secretary (Policy, Planning and Capacity Building) NDMA is the National Project Director.

NDMA has signed the Annual Work Plan 2010 with UNDP at the national level for implementation of DRR project. Based on the Annual Work Plan signed between NDMA and UNDP state governments will be requested to prepare their Annual Work Plans. The State Work Plans will be reviewed and approved by NDMA and formal Agreements will be signed between NDMA and states to implement the State Specific Work Plans.

A Project Management Team (PMT) under the National Project Director will be established under the project. The PMT would take the support and assistance from the knowledge and the expertise available in various divisions of the NDMA as and when required.

A full-time Project Manager and Project Associates with expertise in different areas will be recruited by using project funds for the day-to-day management, monitoring and review of project activities; coordination with Responsible Party(s) and different stakeholders. The project manager will be accountable to the National Project Director and the Project Steering Committee. The project manager will prepare the detailed implementation and monitoring plan based on the Annual Work Plan (AWP) and the Budget available under the supervision of the National Project Director. The reports submitted by project manager will be reviewed by the Project Steering Committee. The chairperson of PSC will share and circulate the report with other members of the PSC.

Role and Responsibility of the Project Steering Committee:

The PSC will be the group responsible for taking management decisions for the specific programme outcome area of the project and would report to the Programme Management Board.

The PSC will carry out the following functions:

- Ensure that the project goals and objectives are achieved in the defined timeframe;
- Review the project progress and suggest implementation strategies periodically;
- Review the project expenditures against activities and outcomes.
- Approve Annual and Quarterly Work Plans.

Role and Responsibility of State Steering Committee:

State Steering Committee (SSC) will be constituted under the chairmanship of Principal Secretary of the Department of Disaster Management. The State level programme will be implemented, monitored and reviewed by the State Steering Committee which will have the National Project Director or his nominee as the member. SSC will include officers from NDMA; the relevant departments at the state level, representative from the State Disaster Management Authority, representatives from DDMA and UNDP. Management arrangements below the state level will be determined at the discretion of the SSC in consultation with NPD.

A Monitoring and Evaluation system will be established at national and state level to track the progress of the project. State governments along with NDMA will have the overall responsibility of monitoring the project, through regular monitoring visits and quarterly review meetings by the PSC.

3. The proposed strategy for implementation for various components of AWP 2010 of DRR project may be as follows:

a) Provision of dedicated HR support to the SDMAs and selected DDMA to assist in performing some of the key functions as envisaged under the DM Act.

Under the GOI-UNDP DRR Project Human Resource Support will be provided to the states on a selective manner as per the need of the states and availability of resources. It is proposed to provide three officers at the state level (including the State Project Officers wherever already recruited by UNDP under Project Initiation Plan) to support the SDMA and two officers in each selected district to support the DDMA in project implementation. States already having their own dedicated personnel for disaster management (like Assam, Gujarat, Delhi, Orissa, Sikkim and West Bengal) may not be requiring dedicated human resource support for project implementation. However such states may be supported to get specific jobs requiring expertise to be undertaken on consultancy basis.

States are encouraged to set up their own HR support structure and the Human Resources provided under DRR project will be available only for a limited period. NDMA will provide sample Terms of References for various categories of officers, as indicated below, out of which based on their need SDMA may recruit three officers under this project.

Suggestive Human Resource Support Structure required at the SDMA level for implementation of DRR project is as follows:

- State Project Officer/Coordinator will play the role of overall coordination, monitoring and will provide technical guidance to the state governments in implementing the DRR Project.
- Civil /Structural Engineer.
- Capacity Building and Training Officer.
- Urban Planner/ Rural Development Specialist.
- IT Specialist.

- Documentation and Communication Officer.

At district level it is proposed to provide two officers for providing project implementation support.

- District Project Officer (responsible for coordination, monitoring and project management)
- Training and Capacity Building Officer.

b) Conducting Risk Assessment and Vulnerability Analysis in select States and districts.

Disaster risk reduction is often defined as a “conceptual framework of elements having potential to reduce vulnerabilities within the overall context of sustainable development. Hazard Risk and Vulnerability Assessment is one such important elements of disaster risk reduction. Appropriate Hazard Risk Assessment and Vulnerability Analysis (HRVA) will help the policy makers, administrators and the community to make risk-based choices to address vulnerabilities, mitigate hazards and prepare for response to and recover from hazard events. Disaster Management Plans prepared at various levels need to be based on a detailed hazard risk and vulnerability assessment which will help in identifying priorities for disaster risk reduction programming, planning and resource allocation.

In India the first Vulnerability Atlas was prepared long back in 1997 which got further revised in 2006. The atlas provides the hazard risk maps on a macro scale, details a broad methodology to analyze the vulnerability of the housing sector and shares the relevant findings. In addition to it Government of Gujarat has prepared a Composite Risk Atlas for the entire state. DMMC (Disaster Mitigation and Management Centre) Government of Uttarakhand has carried out a seismic risk assessment on a pilot basis of the traditional buildings in the Uttarkashi district which is highly prone to earthquakes. The centre has also initiated an urban seismic risk and vulnerability assessment study with support from IIT-Roorkee covering 11 hill towns in the state. Training on hazard risk and vulnerability assessment is incorporated in the training module designed by NIDM on preparation of District Disaster Management Plans. Apart from it NIDM is also designing a specific training module on hazard risk assessment and vulnerability analysis. UNDP has also convened a study to capture the various methodologies in practice for conducting hazard risk and vulnerability assessment. This study report once prepared will be shared with NDMA and State Disaster Management Authorities.

In Andhra Pradesh a study was undertaken by IIT- Delhi for evolving a Disaster Management Plan (DMP) for nine cyclone prone districts. The study was initiated by the Govt. of

Andhra Pradesh under the World Bank financed project "Andhra Pradesh Hazard Mitigation and Emergency Cyclone Recovery Project"(APHM & ECRP) following the 1996 cyclone with the objective of reconstruction of infrastructure in its nine coastal districts. In Orissa IIT Kharagpur conducted a study on siting of the cyclone shelters. The study findings were based on hazard risk and socio-economic vulnerability assessment of the population in the coastal area. The study identified the villages within 10 Km belt of coastline and proposed appropriate locations for siting of

cyclone shelters. 512 vulnerable locations were identified and based on projected impact of the storm surge and flooding and suggestions for siting of cyclone shelters provided.

Under the DRR project select states will be supported to conduct hazard risk assessment and vulnerability analysis (HRVA).The scale of the assessment will be decided by the states and will also depend upon the resources available under the project. In addition all states will be encouraged to carry out Hazard Risk assessment utilizing their own state funds. The States may prepare a Composite Risk Atlas for the entire state or may conduct an assessment in few multi hazard prone districts only. At the national level for providing overall technical guidance to the selected states NDMA will convene a consultation workshop and invite all the key institutes and experts working in the field of risk assessment to brainstorm on the methodology.

c) Standardizing the methodology for post disaster Damage and Need Assessment at national and state level and building capacity of government departments and functionaries.

The DRR project will assist the national government and selected state governments in standardizing the methodology of post disaster damage and need assessment and will support in conducting training for officials involved in assessment at national and state level. Sector-specific training programmes will be conducted and appropriate training modules will also be designed .The project aims to create an expert resource pool for conducting post disaster damage and need assessment at national and state level. The expertise in this field developed by NIDM will be utilized .NIDM at present has also commissioned a study to assess the existing methodology being followed in the country at national and state level to conduct post disaster damage and need assessment. This study will also provide further inputs for carrying out this activity. NDMA will set up a committee for reviewing the various training modules and the methodology developed under the project comprising of Ministry of Home Affairs, NIDM, NDMA, UNDP, Ministry of Finance, Planning Commission and other central Ministries like environment, water resources, agriculture etc.

d) Training and Capacity Building on Post Disaster Recovery and Reconstruction.

Under the DRR Project training will be conducted on recovery preparedness and specific recovery tools and guidelines will be developed on the basis of a review of State-specific housing, livelihoods and other sector-specific practices. In-country exposure visits will be organized for the government officials at national and state level to understand the recovery processes adopted during post Gujarat Earthquake and Tsunami. UNDP has already engaged International Recovery Platform (IRP) an Inter governmental agency to study the international best practices on post disaster recovery and reconstruction. IRP will develop sector specific recovery guidelines and will hold national level consultations in collaboration with NDMA and UNDP to validate them. The states will also be supported to establish GO-NGO Coordination mechanism for effective disaster preparedness, response and development. Identifying and developing the roles and responsibilities of NGOs and CSOs in recovery will help to make optimum use of these critical partners.

e) Training and capacity building on integrating and mainstreaming DRR into development planning and programmes.

The integration of Disaster Risk Reduction into national and local development policies and plans is one of the key processes to promote a sustainable and resilient development paradigm. The process of mainstreaming DRR into development planning is invariably impeded due to a lack of appropriate tools and methodologies. Under the project, training will be conducted on how to integrate DRR into the development programmes and mainstream it in the development planning process at various levels.

At the **National Level** NDMA will play a key role in coordinating with various line ministries like Environment, Agriculture, Panchayati Raj, Human Resource Development, Urban Development, Rural Development to integrate DRR into some of the ongoing flagship programmes like JNNURM, IAY, SSA and NREGA. NDMA had recently taken up with the Planning Commission and the Ministry of Finance (MoF), the need to setup mechanisms, to ensure that all new projects involving infrastructure development and related construction adhere to disaster-resilient technology and safe siting. The revised format of 'EFC' and 'Detailed Project Report (DPR)' includes this clause. Instructions have already been issued to all the Central Ministries by the Ministry of Finance; vide their letter dated 19th June 2009. The process of self certification is to be followed with a view to ensure that there is no delay in project implementation. The design of all new and ongoing projects/programmes will thus be addressed from the point of view of DM concerns, while existing infrastructure will be selectively revised for appropriate mitigation measures. NDMA vide its letter dated 18th Dec 2008, had also requested the State Governments to implement similar procedures of DM audit for projects/programmes under their purview.

At the **State Level** efforts will be made to target few of the flagship programmes to integrate DRR. Adequate training will be provided to the officials at various levels, panchayats and communities on integration of DRR. The DM Cells established in the State ATIs will be also strengthened by developing appropriate training modules and training materials. The states may also be supported to conduct a Training of Trainer's programme and constitute a group of trainers at the state level. To reach out to the grass root community training will also be imparted to the NGOs, CBOs and SHGs on mainstreaming DRR.

Some of the states will also be encouraged to prepare the "Engineer's bill" which will help in increasing the accountability of the construction fraternity and help in ensuring structural safety of the built environment. Emphasis will also be led on mainstreaming DM in school education and Higher Education. Apart from inclusion of DM into the curriculum it may also emphasis on supporting some of the premiere institutions in conducting courses on Disaster Management. School Safety Initiatives (training of teachers, preparation of school DM plans, mockdrills) will also be taken up in different states.

At the **District** level on pilot basis DRR will be integrated into the District Development Plan. Training will be provided to the government functionaries and panchayats on how to mainstream DRR into the development planning process.

States will be also encouraged to undertake suitable demonstrative pilots on integration of DRR like establishment of community disaster resilience funds, training of community task forces for disaster response and developing community response kits, plantation activities etc.

f) Enhancing capacity of various stakeholders on Disaster preparedness, response, mitigation and disaster risk reduction planning

At present NIDM at the national level and DM cells in State ATIs are conducting training programmes on various aspects of DM. Under the DRR Project there will be significant focus to strengthen the ongoing training initiatives in the state as well as to conduct special training programmes for various stakeholders. This will include providing training on preparation of State and district DM Plan as well as on community based disaster risk management. The project will support in preparation of model DM plans at state, district, block and village level. The DM plans prepared at state and district level will focus on overall disaster risk reduction. Adequate training will be provided on implementation of the state and district DM Plans. Training will also be imparted to specific stakeholders like doctors, health workers, engineers, architects, masons and community on various aspects on disaster management.

Some of the key training subjects will be:

- Training of Doctors on Hospital Preparedness and Mass Casualty Care.
- Training of engineers, architects and masons on hazard resistant technology.
- Training of State and District level officials on post disaster response and recovery.
- Training of various line department officials and district level officials on implementation of DM plans at various levels.
- Training on incorporation of DRR measures in building byelaws' and landuse development regulations for ensuring structural safety in hazard prone areas.
- Training of State and District level Search and Rescue Force.

g) Awareness:

Under the project strategies for continued awareness on Disaster Risk Reduction will be developed at the national and state level. States will be supported to develop their state specific awareness strategies and prepare information and communication materials for spreading awareness among people.

h) Building partnership for knowledge and information sharing on Disaster Risk Reduction.

Disaster Risk Reduction requires a multi sectoral and multi disciplinary approach. It will require extensive research, systematic sharing of informations and cross referencing among practitioners and experts.

Under the DRR Project, in every state, support will be provided to certain premiere research and academic institutions to carry out focused research and consultation dialogues on specific areas.

Some of the areas identified for extensive research are as follows:

- 1) Assessment of existing compliance mechanism to structural safety norms in the housing sector.
- 2) Development of engineer's bills to ensure higher level of accountability of the construction fraternity towards structural safety.
- 3) Capacity assessment of fire and police services in the state.
- 4) Assessment of the early warning communication system.
- 5) Study on how to mainstream disaster management as a subject in higher education in various streams.
- 6) How to integrate Disaster Risk Reduction into the district level development planning.
- 7) Assessment of the various poverty alleviation schemes in the states.

With support from the UN led Solution Exchange initiative DRR project will also support in establishing local level knowledge networks which will bring together various experts, DM practitioners, Non Governmental organisations, research and academic organisations to share knowledge and information. It is envisaged that these local networks will support SDMAs in establishing advisory groups and committees and enable these bodies to reach out to a wide range of knowledge providers and stakeholders.

A Knowledge Resource Centre will be established at NDMA. The Resource Centre will act as a rich repository of knowledge materials and will also play an active role in knowledge management. An online web portal will be developed as a part of the Resource Centre and will be linked with the web portals of various SDMAs and other institutions working on DM related issues. The portal will provide online access to various knowledge products and share important links for further access. For knowledge sharing through the portal various queries as posted by different state governments and practitioners will be addressed and replied back.

NDMA will also set up a project advisory group for technical inputs and guidance. The project advisory group will comprise of representatives from NIDM and other ministries like (Ministry of Environment and Forests, Panchayati Raj, Health and Family Welfare, Ministry of Agriculture, Ministry of Rural Development and Ministry of Home Affairs).

ANNEXURES

Draft Terms of Reference

Capacity Building and Training Officer:

Key Responsibilities

- Responsible for coordinating the capacity building initiatives.
- Facilitate in organizing training programmes and its reporting
- Provide technical support in reviewing and designing training modules and manuals.
- Help maintain a database of trainers and other resource persons
- Identify training requirements-both fresh and refresher at all level for various functionaries
- Perform any other tasks related to capacity building, planning and implementation.

Education:

- Post Graduate in any of the disciplines under Social Sciences, Disaster Management and/or relevant fields.
- At least 5 years experience in the development sector having relevance to disaster management
- Work experience in government/national and international agencies and civil society organization specifically in managing training programmes.

Civil Engineer

Key Responsibilities

- Identifying relevant technologies for promoting disaster resistant construction practices.
- Provide technical guidance on incorporation of structural safety measures in building by-laws, land-use planning, building and planning standards.
- Assist in organizing training programmes for engineers, architects and masons on hazard resistant construction practices
- Coordinate with various line departments in the state and advocate for integration of hazard safety features in various infrastructure projects.
- Support in strengthening partnership with various academic institutions and corporate sector to promote safe construction practices.

Key Competencies:

- To perform multiple, complex and technical tasks with a need to routinely upgrade skills in order to meet changing job conditions.

- To schedule activities, meetings and events; routinely gather, collate and classify data
- Specific ability-based competencies required to satisfactorily perform the functions of the job that includes: maintaining confidentiality, meeting deadlines, working as a part of a team, working with detailed information/data.
- Good understanding of hazard and vulnerability of the state
- Knowledge of vulnerability reduction issues in the context of natural and human induced hazards, including cross cutting themes such as gender, inclusion, human rights, etc.
- Hand on experience in programme/project management and related tools.
- Proficiency in computers and web applications

Education:

- Bachelors/ Post-graduate in engineering or architecture
- At least 5-7 years experience in the development sector having relevance to disaster management
- Work experience in government/national and international agencies and civil society organization.

Rural Development Specialist/Urban Planner

Key responsibilities:

- To facilitate in preparation and updating of DM plans (state and district level as well as departmental plans).
- Provide an overall framework and guidance to SDMA and DDMA and other stakeholders on community based disaster risk management initiatives.
- Identify and analyze all community development activities/projects already being carried out by Gol and prioritize those that could be used for DRR mainstreaming.
- Coordinate with various departments in the state and advocate for integration of DRR into various ongoing schemes and programmes.
- Assist in conducting hazard risk and vulnerability analysis at state and district level.
- Undertake other administrative duties as assigned by the supervisor.
- Assist in setting up inter agency coordination mechanism at state level for effective disaster preparedness, response and recovery.
- Assist in organizing various training programmes on Disaster Management

Competencies

- Demonstrated ability to provide strategic guidance and oversight in the field of disaster risk reduction
- Proven skills and ability to identify issues, formulate opinions, draw conclusions and recommend solutions; proven competence, integrity and

reliability in managerial performance and in maintaining positive working relations in a highly demanding environment.

- Proven ability to drive for change and improvement in positions held.
- Good understanding of rural developmental issues and familiarity with the structure of major rural development programmes.

Education:

- Post Graduate degree/diploma in Rural Development and/or relevant Social Sciences disciplines/Post graduate degree in Urban and Regional Planning.
- At least 5 years experience in the development sector having relevance to disaster management
- Work experience in government/national and international agencies and civil society organization specifically in managing training programmes.

State Project Officer:

Key responsibilities:

- Support SDMA in implementing the various components of the GOI-UNDP DRR Programme.
- Support SDMA in development of awareness campaign strategy for DRR and its implementation in the state.
- Facilitate SDMA in development of Human Resource Plan for implementation of the DRR initiatives as well for the training institutes/ resource institutes to undertake training at different levels based on DRR.
- Provide coordination support in preparation or updation of state disaster management plan to ensure that the issues of DRR have been addressed
- Facilitate SDMA to conduct hazard risk and vulnerability assessment.
- Support SDMA to follow up with various line departments to ensure that DRR issues have been addressed in their development plans.
- Support SDMA in reviewing the DM plans prepared by various line departments.
- Support SDMA in developing a Recovery framework for the state.
- Support SDMA in developing knowledge web portal for SDMA also in building partnerships for knowledge networking and management.
- Support SDMA in reporting progress and achievements made under the GOI-UNDP DRR Programme.
- Assist the UNDP DM Unit and the Project Management Units set up under GOI-UNDP DRR Programme in overall physical and financial monitoring and evaluation through regular tracking of results and reporting.

Expected Qualifications:

- Post-graduate Degree/Diploma in Management, Urban/Rural planning, Social Sciences, Disaster Management and/or relevant fields
- At least 7-10 years experience in the development sector having relevance to disaster management.

- Work experience in government/national and international agencies and civil society organization.

Competencies:

- Good understanding of hazard and vulnerability of the state.
- Knowledge of vulnerability reduction issues in the context of natural and human induced hazards, including cross cutting themes such as gender, inclusion, human rights, etc.
- Understanding of capacity building initiatives in the context of disaster management.
- Hand on experience in programme/project management and related tools.
- Proficiency in computers and web applications
- Excellent communication and writing skills including report writing

Documentation Officer:

- Facilitate and strengthen the reporting system for dissemination of information to the different agencies working on Disaster Management.
- Assist in classifying and compiling various knowledge products such as reports, training manuals, handbooks, audio-visual materials, IEC materials and other publications related to DM.
- Document best practices and lessons learnt with respect to Disaster Risk Reduction Initiatives.
- Document, capture and disseminate best practices and lessons learnt.
- Facilitate in production of documentary animation films and provide need based editorial assistance.
- Act as a resource person for imparting training of effective qualitative reporting.
- Assist in the development of reports, briefs, fact sheets, training manuals and other publications related to the project.
- Perform other related activities as assigned by the supervisors.

Educational Qualifications:

- University degree in Social Science/Rural development / Management / Mass communication

Experience:

- 3-5 years experience in handling documentation work at the state / national level

Core Competency:

- Excellent writing and communication skills in English