Assam State Disaster Management Authority

Vacancy Announcement

Eligible candidates are invited for walk-in-interview and skill test for the following position under Assam State Disaster Management Authority (ASDMA):

Sl. No.	Name of the Post	No. of Posts
1.	Contractual position of Technical Consultant (DRIMS/ SEOC) for the Disaster Reporting and Information Management System	1 (one) No.

The skill test and interview (Total marks = 100) will be conducted on **10-04-2025 from 10:00 AM** at the O/o Assam State Disaster Management Authority, Ancillary Block, Janata Bhawan, Dispur, Guwahati-06.

Candidate must be an Indian Citizen and should bring along with them, attested or original copies of their proof of age, educational qualification and working experience. No TA/DA will be provided for attending the interview. The above mentioned position is purely temporary on contractual basis and is coterminous with the project. Further claim for any regularization will not be entertained thereafter. Canvassing in any form will lead to cancellation of candidature. The decision of Assam State Disaster Management Authority shall be final and binding in all respects.

Further details on eligibility and Job description may be seen at: http://asdma.gov.in/ or https://asdma.assam.gov.in

Sd/-
Deputy Secretary &
Administrative Officer,
Assam State Disaster Management Authority.

Essential Educational/ Academic Qualification:

1. B.Sc. (IT)/ Bachelor Degree in Computer Science/ BCA from a recognised University or Institute or equivalent.

2. Preference will be given to the candidates having experience of working with any organization on reporting management/ information management or database management system.

3. Minimum 2 (two) years of working experience in any government/ semi-government or any other reputed organisation.

4. Understanding of e-office (or having basic certificate course) would an added advantage

5. Should not be below 21 years and above 42 years as on 01.01.2025.

6. Should have excellent computer skills specially MS Office packages (Word / Excel / PowerPoint), use of Internet, AI system etc.

7. Good communication skills in English, Assamese and Hindi.

TERMS OF REFERENCE (TOR)
Technical Consultant (DRIMS, SEOC) in Assam State Disaster Management Authority

Introduction and Background:

Under the ASDMA-UNICEF collaborative work plan, a technical consultant has been engaged who supervises and manages the DRIMS (Disaster Reporting and Information Management System) portal and works on the overall evolution of this comprehensive reporting system. The technical consultant has provided all the necessary support in rolling out DRIMS and managing earlier FRIMS portal. This position has been initially supported by UNICEF from 2022- 2024. The Technical consultant will be placed at SEOC (State Emergency Operation Centre) of ASDMA for monitoring the online reporting and information management system.

The consultant with proven professional track record shall support ASDMA and DDMA's in diversified activities related to DRIMS portal and provide technical support in all possible ways with respect to online reporting and training and capacity building of the field staffs on the same for a period of one year. His contribution shall have a phenomenal impact on the currently evolving online reporting and information management system for disasters in the state through the DRIMS portal.

The detail of the position of Technical Consultant (DRIMS, SEOC) with respect to objectives, major tasks and deliverables are stated below:

Purpose of the Assignment:

The purpose of the assignment is to develop the work assignment for a consultant who would support the current Reporting and Information Management System (DRIMS) and development of other systems essential for improving the disaster governance in the state. The consultant would be instrumental in supporting the ASDMA in the following way:

- Enhancing ease of reporting by maintaining the DRIMS system and portal for feeding and visualizing information along with Information Management at SEOC of ASDMA.

- Supporting in the reduction of data errors, duplication and inaccuracy in reporting at all levels.

- Providing technical assistance to ASDMA in improving the database management, disaster reporting, information management & monitoring at the district and Revenue circle level.

- Enabling automated data compilation and visualization through integrated dashboard for enabling quick decisions and planning. Also providing an integrated interface platform for catering to multiple decision support needs.

- Support other activities ASDMA as and when decided by the authority.

Specific Objectives of the Assignment:

The overall objective of the consultancy assignment is to support the Assam State Disaster Management Authority, Government of Assam towards the maintenance of the disaster reporting and information management system (DRIMS) to transform the current manual reporting system into a digital app based system which will enable improvement of timing, accuracy, visualization of flood related information for facilitating faster decisions and for ensuring error free documentation.

- Support in the maintenance of the DRIMS tools to understand the current system of reporting, conduct consultations/interviews with stakeholders.

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- Identify technical solutions in the maintenance and reification of errors within the current and evolving reporting system.

- Manage the existing Information Reporting and management system like DRIMS and provide continuous solutions to ASDMA.

- Provide handholding support to the concerned agency on technical aspects of the DRIMS system; includes coordination, implementation (doing trial run of the system), execution of system modification/changes, designing and redesigning etc.; also provide handholding to ASDMA on DRIMS portal during the engagement period.

- Update on the functioning of the current system to the Project Officer(R&R)/ Project Manager(R&R), ASDMA on daily basis and act on the feedback received promptly.

- Assist in the Flood preparedness scorecard activities at state and district level.

- Assist during different Training and Capacity Building programme under Response & Recovery Section of ASDMA.

Major Tasks to be accomplished:

Broad Intervention Area	Specific Tasks
Design	• Support PO (R&R)/ PM (R&R) in maintaining the DRIMS system; integrate learning from the FRIM system. • Revise and modify any information input required for the DRIMS system. • Organise technical meetings and capacity building workshops/ trainings for the DRIMS.
Development and Maintenance	• Manage the overall maintenance of the FRIMS and DRRIMS system. • Conduct consultations/interviews with stakeholders on various problem solving initiatives. • Analyse feedback by various level of functionaries and act upon it for improvement of the current FRIMS/DRIMS system. • Supervise information management system at the SEOC/DEOC level during emergencies. • Manage technical inputs during the designing of DRIMS reporting and monitoring tools. • Carry out other activities during the DRIMS as assigned by PO (R&R) and PM (R&R).
Identification of technical solutions	• Analyze the usage of the application, portal, dashboard etc. for data feeding, verification/approval, visualization, integration and sharing. • Support in ensuring the implementation of application and web portal at the district level with a structured feedback system in coordination with ASDMA and DDMAs. • Address concerns and difficulties in system received through user feedback from DDMAs and ASDMA and improve the user interfaces • Identify security issues within the system and update to ASDMA on regular basis
Communication and Training	• Develop and Upload the detailed user manual, guides, and training materials etc. for various levels of functionaries; • Facilitate in the translation of the materials developed by ASDMA under FRIMS/DRIMS in local languages like Assamese, Bodo and Bengali. • Analyse and evaluate the efficiency of the training materials and guides and ensure modification based on consultations with functionaries.
Technical Orientation and Capacity Building	• Lead technical orientation in collaboration with the technical agency hired on the interface of the current system to functionaries at various levels. • Supervise training to the DDMA's, SEOC, DEOC's and the field level frontline workers on the purpose, processes and monitoring of information within the

	DRIMS system.	
	• Submit training reports highlighting key observations to the Project Officer(R&R)/ Project Manager(R&R), ASDMA	
	• Support ASDMA in augmenting and devising other training and capacity building programmes for the manpower in DEOC's and SEOC.	
Handholding support and Product maintenance	• Provide technical handholding to the concerned agency on processes, problem solving and improvements within the system	
	• Explore avenues for inclusion of newer interfaces to be included within the DRIMS portal.	
	• Ensure the need based modification of the FRIMS/DRIMS system based on the discussions and consultations(New aspects, redesigning and changes in the user interface)	
	• Ensure methodological improvements within the software system to remove data redundancy and errors.	
Reporting	• Update on the functioning of the current system to the Project Officer (R&R)/ Project Manager (R&R), ASDMA on daily basis and act on the feedback received promptly.	
	• Provide weekly report on the status of the implementation and adoption of the system at the district level	
	• Act upon the parameters which need improvements through training and consultations.	
	• Phone Call Database Analysis and devising	

Duration and Remuneration:
- The position will initially be for a period of 12 (twelve) months, may be extendable based on performance and requirement.
- The engagement will be purely on a contract basis for the specific assignments.
- The indicative breakup of the cost as follows:

Sl. No.	Budget	Unit Costs (in ₹) per month	Total (in ₹) for 12 months
1	Honorarium-cum-professional fees per month for Technical Consultant (DRIMS, SEOC)	₹ 44,000/-	₹ 5,28,000
Total			**₹ 5,28,000**

Duty Station:
Assam State Disaster Management Authority (ASDMA) HQ, Dispur, Guwahati 781 006.

Leave and other Entitlements:
The candidate shall be entitled to paid leave as per existing leave policy of ASDMA. The position will be responsible for his/her personal, accident and health insurance. Documents related to such insurance shall be provided to ASDMA upon joining.

Supervisor/s:
Technical Consultant (FRIMS/DRIMS and Information Management) will report to State Project Coordinator, ASDMA. For each of the broad intervention area and assignments, will work under the guidance of Project Officer (Response & Recovery) and Project Manager (Response & Recovery), ASDMA. The Position will also coordinate and liaise with concerned officials of UNICEF to accomplish defined tasks assigned to under the UNICEF-ASDMA collaboration.