

Assam State Disaster Management Authority**Vacancy Announcement**

Applications along with Prescribed Application Form, attested copies of all certificates, mark sheets, recent passport size photo, experience certificates etc. are invited from intending candidates, who are Indian Citizens, for engagement on contract basis under ASDMA (AIRBMP Project).

The applicants may have to appear for a written test / interview at the venue, date and time as decided and directed by the Authority, at their own cost. No TA/DA shall be paid for the purpose. Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised that they fulfil the prescribed eligibility before applying, details of which are available on ASDMA website. The Authority also reserves the right to accept or reject any application without assigning any reason thereof. Canvassing in any form will lead to summary disqualification.

Sl. No.	Name of the Post	No. of posts
1	Component Lead: Circle Quick Response Team (CQRT)	1 (one) No.

Last date for submission of application is **16-11-2024 / 5.00 PM** and addressed to:

**The Chief Executive Officer,
Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781006,
Assam.**

Applications received at Assam State Disaster Management Authority (ASDMA) after the deadline will be summarily rejected. No application will be received through e-mail/fax.

The applicant should mention the name of the post applied for on top of the envelope containing the application. Candidates applying for multiple posts should submit their applications separately in different envelopes mentioning the name of the post applied for on top of the envelope containing the respective applications.

Further details and prescribed application form may be seen / downloaded at ASDMA website <http://asdma.gov.in/> or <https://asdma.assam.gov.in>

**State Project Coordinator,
Assam State Disaster Management Authority.**

**Terms of Reference
for
Component Lead: Circle Quick Response Team (CQRT)**

AIRBMP, PIU-ASDMA

Contracting Agency	Assam State Disaster Management Authority
Assignment Duration	3 years, renewed annually
Reporting To	Project Officer PIU-ASDMA,

1. Background of the Program:

The Assam Integrated River Basin Management Program (AIRBMP) is a ten-year program (2023-33) with three overlapping phases being undertaken by the Government of Assam (GoA) and financed by the World Bank. The program seeks to support Assam to reduce the vulnerability of people to climate-related disasters and improve integrated water resources management (IWRM). With an overall financing envelope of USD 500 million, the program is anchored at the Flood and River Erosion Management Agency of Assam (FREMAA) as the Project Management Unit (PMU) with the Water Resources Department (WRD) and Assam State Disaster Management Authority (ASDMA) as the Project Implementation Units for Component 2 & 3 respectively.

The program scope is summarized in the Figure below, wherein the precise scope of phases 2 and 3 will be developed based upon lessons learned and evolving needs.

Figure 1: AIRBMP Activities by Phases

(Three 4-year phases with 1 year overlap)		Phase 1: 2023 – 2027	Phase 2: 2026 – 2030	Phase 3: 2029-2033
Component 1: Institutional	WRD	Assam Water Policy.	Adjusting Water Resources Legal Framework.	Implementing Priority Actions from Assam Brahmaputra Strategic Plan
		Assam Brahmaputra State of Basin Report.	Assam Brahmaputra Basin Strategic Plan.	Assam Barak Basin

Development and Strategic Studies					Strategic Plan.
	ASDMA	Disaster Risk Financing Study. Flash Flood Forecasting Study.	Piloting Risk Financing Instruments. Flash Flood Forecasting	Scaling Up Risk Financing Instruments. Flash Flood Forecasting	
Component 2: Water Resources Management	Water Resources Infrastructure	Beki and Buridehing Basin no regret investments	Investments in Beki, Buridehing, and Jiadhah Basins based on Integrated Flood Risk Management Plan (IFRMP)	Investments in 5 more Basins based on IFRMP	
	Flood Forecasting & IFRMPs	Flood Forecasting & IFRMP for Beki, Buridehing, Jiadhah Basins	Flood Forecasting and IFRMPs for 5 more Basins	Flood Forecasting for Brahmaputra Mainstem	
	Embankment Asset Management	Formulation of Asset Management Program	Piloting Asset Management Program Implementation	Scaling Up Asset Management Program Implementation	
	Flood Shelters	Pilot upgrading of school flood relief shelters and new flood shelters (25 shelters)	Scaling-up upgrading of school flood relief shelters and new flood shelters (75 shelters)	Scaling-up upgrading of school flood relief shelters and new flood shelters (75 shelters)	
Early Warning and Dissemination	Upgrading State and Select District Emergency	Upgrading of State EOC to Fusion Center and additional District EOCs	Establish EOCs for 30% of the Revenue Circles (55 circles)		

Component 3:	Operations			
Disaster Risk Management	Centers (EOCs)			
	Circle	Train and Equip	Train and Equip	Train and Equip
	Disaster	50 Circle Quick	Additional 50 CQRTs	Additional 50 CQRTs
	Managemen	Response Teams		
	nt	(CQRT)		
	Climate	Piloting 50	Preparing	an Preparing an
	Resilient	Village Disaster	additional	additional
	Villages	Mitigation Plans	100 Village Disaster	100 VDMPs and
		and facilitating	Mitigation Plan	facilitating mitigation
		mitigation	(VDMPs) and	investments.
		investments	facilitating mitigation	
			investments.	

Phase 1 of the program is already underway. ASDMA has established a PIU comprising operational and technical human resources. ASDMA is seeking to recruit a Component Lead for Circle Quick Response Team (CQRT). These activities are described in the section below.

2. Program Activities to be overseen by the Incumbent:

A. Sub-Component 3.3: Circle Quick Response Team (CQRT)

ASDMA is strengthening Circle Disaster Management Committees (CDMC) by constituting institution like “Circle Quick Response Team” (CQRTs) to ensure a localized and timely incident response, in revenue circle. The CQRTs will be the first responders at the Circle level and they will work under the command of Circle Officer or a designated officer as directed by the Govt of Assam.

1. Component 3.3 of AIRBMP- Capacity Building of Circle Quick Response Teams -will support for training and equipping of selected CQRTs in Assam to respond to emergencies and to create awareness on disaster preparedness. CQRT members will undergo training in life-saving skills of disaster response (first aid, search, and rescue) from empaneled training institutes, on par with internationally recognized standards for emergency responders and in alignment with contextual needs; and shall be provided with personal protective equipment and an emergency responder kit. Equipment material bank access and basic equipment kit will be provided for equipping CQRT and designated First Responders to handle local-level disaster events. CQRT training facilities will be supported at the Assam Central Training Institute, including water rescue training facility, dormitories, etc. The GAP targets 75 percent of CORTs have least 30 percent female

members in each CQRT. CQRT members will also receive gender sensitivity training to help understand the different perspectives of men, women, and children during an emergency. This will enable them to better mount rescue operations considering the specific needs of women. The CQRT members will also be trained to understand how men and women on in the CQRTs can best interact for maximum effectiveness.

The Component Lead will be responsible for leading the delivery of sub-component 3.3 through the following roles, responsibilities and tasks:

3. Roles, Responsibilities and Tasks

1. The Component lead's scope of work will entail the provision of operational leadership to the activities needed to ensure the successful and timely delivery of the Phase 1 activities as mentioned in section **A to D** below including providing strategic leadership and guidance to the technical specialists of Component 3.3, management of contracts of agencies providing design and implementation support to this sub-component and any additional task as assigned by the Project Director and Project Officer of PIU-ASDMA.

A. Ensure constitution and training of CQRT through leading the smooth delivery of following tasks:

1. CQRTs constitution in the Revenue Circle under the project districts as per agreed criteria, including 30% representation of women as agreed in the Gender Action Plan
2. Training Need Assessment for CQRT members.
3. Development of a competency framework and training curricula that incorporates latest global knowledge on emergency responder capabilities and certification (including module on Early Warning Dissemination , if required) -
4. Content development for IEC material
5. Training Schedule Design and Execution, certification, monitoring and evaluation.
6. Plan subsequent phases of CQRT constitution and trainings.

B. Performance enhancement & monitoring of CQRTs through execution of following works:

1. SOP for activation and deactivation of CQRT and handling & management of CQRT Equipment including development of *in-situ* project related SOPs
2. Identify relevant agencies to provide social safety-net for CQRT.
3. Annual Engagement Strategy and Sustainability Plan for CQRT.
4. Development of performance monitoring module for effective deployment and timely incentivization of CQRTs as part of DRR technology platform of ASDMA.
5. Develop skill building matrix and certification requirements

C. Monitor, coordinate and manage the storage and transportation of equipment under Material Bank

1. Identification, finalization of land and liaison with agencies for establishment of Material Bank., including ensuring technical viability and compliance with environmental and social

safeguards

2. Ensure suitable design and installation/construction of the material bank by DMSC in coordination with the Flood Shelter Component Lead
3. Ensure the identification and procurement of equipment follows sector standards for safety and performance and maintain data base of equipment and develop a mechanism for assets /equipment management.
4. Map vehicle/transportation facilities for carrying out the equipment to the affected area.
5. Prepare concept of operations and deployment plan.

D. Others

1. Drafting any other concept Note, ToR, budget as per need of the project.
2. Develop Strategy, planning and execution of project activities for next phase.
3. Component lead will lead CQRT sub-component and will draw support from the core team and the agency (Training Agency, including ensuring effective orientation, onboarding, monitoring and supervision of the work of the (Training Agency and) on Training of CQRTs, Development of CTI and Establishment of Material Bank. The incumbent shall monitor progress, quality review of outputs, pro-active resolution of constraints and active coordination between different stakeholders.
4. The Component Lead in coordination with other component lead will evaluate the performance of the agencies (Training Agency/) periodically and submit reports to the Authority for the release of payments to Training Agency and DMSC.
5. Anchoring the development and execution of the work plan for achieving all deliverables of this sub-component including management, reporting to senior management (PO-AIRBMP) and being the single point of contact for Sub-Component 3.3 for all internal and external stakeholders.
6. The component lead with support of Agencies (Training Agency, DMSC) will work together in developing a work program for this sub-component.
7. Coordinate closely with Component Leads of Flood Shelter, EWDS, and CRV for operational requirements and drawing linkages for effective implementation of the activities. Coordinate with the flood shelter leads for ensuring construction of Material Bank and development of Central Training Institute, Panikhaiti.
8. Undertake visits to program districts, circles and villages at different stages of design and implementation, with regular briefing to the Project Director and Project Officer of PIU-ASDMA and ensuring timely course corrections, where needed.
9. Ensure compliance with environmental and social safeguards, procurement and financial management commitments related to the activities in the Incumbent's purview.
10. Contract management of all the activities (consultancy, non-consultancy, goods, services and works) as defined in the program activities.
11. Provide timely inputs to Focal Points of Communications, Gender, Safeguards, Procurement and Financial Management functions.
12. Regularly reporting on physical and financial progress on sub-component 3.3 to the Project Director and Project Officer of PIU-ASDMA.
13. Preparing for and reporting on activities during the implementation support mission and technical

mission, including facilitating visits to the sites.

14. Liaising with FREMAA, WRD, district, sub-district/sub-division, circle, civil society and community representatives, and with any other stakeholder on behalf of ASDMA on matters related to the activities in the incumbent's purview
15. Ensuring the archiving of all the documents and communications related to the activities in the incumbent's purview in a commonly shared web-based space and / or project MIS, including DPRs, Bid Documents, MoUs, safeguard screenings, analytical reports and communications output generated during the program. Any additional task on AIRBMP as directed by Project Director and Project Officer.

4. Deliverables and Milestones

The incumbent will lead all the project management tasks/activities needed to ensure the successful delivery of the following in Phase 1, AIRBMP:

Design/Planning Stage

- Prepare Concept Note, Technical requirements and Terms of References as required for delivery of the activities under sub-component.
- Review the Guidelines for formation of Circle Disaster Management Committee with international best practices.
- Prepare the detail plan of each activity under sub-component, as per requirement of project.
- Finalize the Training Need Assessment including modules, SOPs and Sustainability Plan for CQRTs.
- Finalize the detail work plan for imparting training to the CQRT members.
- Prepare a concept note for evolution of Central Training Institute (CTI) into a center of excellence.
- Finalize design of equipment Material Bank in close coordination with DMSC.
- Prepare activity budget and monitoring indicators for the component 3.3.
- Coordinate/work closely with agencies, consultants, advisors hired under the project

Tendering Stage

- Successful tendering and award of all activities

Implementation Stage

Ensure timely delivery of the following works by agencies hired under the project

- Ensure skill based training are imparted to CQRTs by training agency
- Develop safety protocols for training and deployment of CQRT personnel

- Develop skill competence matrix and associated certification mechanism for CQRT
- Contract management of all tasks as identified under the activity (and not limited to training Agency and equipment procurement/deployment etc)
- Develop strategy, planning and execution activities for next phase of project.

5. Planning and Contracting

The expected date of joining is within 1 month after the provision of the offer letter. The duration of the position shall be for 3 years, to be reviewed and renewed annually based on performance and work requirements. The consultant shall be based full-time at the ASDMA office and must be willing to travel extensively in other districts of Assam to different project sites. The engagement will be on a contract basis without entitlement to any claims, rights, interests or further benefits in terms of regularization or consideration of further appointment to the said post or any other post. Either party may terminate this contract at any time, upon 30 working days' written notice to the other party.

6. Qualifications and Competencies

Qualification:

Essential

- Post Graduate degree or above preferably in Emergency Management/ Disaster Management/Social Work/Social Development/ Anthropology/ Development Studies/Management.

Desirable

- PhD in Development Studies/ Disaster Management
- Diploma or certification in Project Management
- Women, Transgender and LGBTQ candidates will be given preference

Experience:

Essential

- Total Experience- A minimum of 15 years of demonstrated experience in planning, monitoring and evaluation, managing partnerships with reputed organizations, preferably with Government organizations, NGOs, INGOs, donor agencies or international organizations, is required of which, minimum 5 years' experience of Emergency Management and Incident Response Systems. For applicants having a PhD in Development Studies/Emergency Management//Disaster Management, the minimum experience required would be 10 years.
- Excellent analysis and report writing skill is crucial.
- Excellent IT skills like usage of utility software including MS Office, Stata, ChatGPT, etc.
- Good communication skills and experience of working with partners and donor agencies; pro-activeness, positive attitude and professional integrity are required as well.

- Demonstrated experience leading teams and delivering high-quality and timely project results, including management of complex contracts.

Desirable

- Experience of design and implementation of community capacity building programs, including assessment of training needs, design and implementation of modules
- Knowledge and use of technology-enabled tools for disaster management, planning, and social development projects
- Experience in the Assam context and conversational abilities in Assamese/Bengali will be an added advantage over the above-mentioned capabilities.
- Experience working on Externally Aided Projects

7. Remuneration

₹1,50,000/- to ₹2,00,000/- per month (inclusive of local taxes) and will be finalized and fixed during negotiations based on the qualifications and experience. TA/DA and Allowances admissible as per project norms.

8. Reporting and Performance review

The Incumbent will report to the Project Officer-AIRBMP, ASDMA who will also report on the performance to CEO, ASDMA for review. Moreover, the Incumbent will also inform and coordinate with the concerned focal point of ASDMA for regular field level inputs.

9. Facilities to be provided to the Incumbent.

ASDMA will provide the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- All day-to-day office travel, transportation, and accommodation arrangements will lie entirely with the consultant. However, in case of necessary travel to field and or outside the PIU office, the Project will provide transportation or travel costs.
- The PIU may provide further reasonable assistance in connection with carrying out his / her responsibilities as and when required.

10. Other terms and conditions

- The interview will take place at the Office of the Assam State Disaster Management Authority (ASDMA), Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan, Dispur, Guwahati-781006.

- The applicant should mention the name of the post applied for on top of the envelope containing the application. Candidates applying for multiple posts should submit their applications separately in different envelopes mentioning the name of the post applied for on top of the envelope containing the respective applications.
- No TA/DA will be paid for attending the interview.
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- The applicants may have to appear for a written test/interview at the venue, date and time as decided and directed by the Authority, at their own cost.
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ASSAM STATE DISASTER MANAGEMENT AUTHORITY

ASSAM SECRETARIAT COMPLEX :: OPP. SECTT. BR. OF SBI :: DISPUR :: GUWAHATI :: 781 006.

Post applied for [*please put (✓) mark against the post. Separate application forms to be used for applying for multiple posts*]:

Component Lead for CQRT under AIRBMP	
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Please read the instructions given below carefully:

While filling up the Application Form, an applicant is requested to note the following:-

- This application is a key part of the selection process. Fill each and every part of the Form carefully and completely. In case, any clause in the form is not applicable in your case, please write "Not Applicable" (NA) in the space provided.
- Incomplete applications will be rejected.
- Please enclose copies of mark-sheets of all Board / University Examinations.
- Please enclose copies of work experience certificates, if any.
- Candidates are liable to be disqualified for furnishing false or wrong information.

FILL IN THE FOLLOWING IN CAPITAL LETTERS ONLY:-

1. Name of the applicant as recorded in HSLC or Equivalent Certificate:

2. Gender : Male Female

3. Date of Birth (as recorded in HSLC or equivalent certificate):
Date Month Year

4. Complete Age as on (01-01-2024) Years.

5. Caste: SC ST OBC Gen Please specify _____ (In case of SC/ST candidates proper caste certificate from the Competent Authority must be furnished.)

6. Name of Father:

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7. Name of Mother:

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8. Name of Spouse (if applicable):

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9. Present Occupation, if any:

10. Educational Qualifications (HSLC / HS onwards):

Name of Examination	Name of School/ College with full Address	Board/ Council/ University	Year of Passing	Class/ Div./ Grade	% of Marks obtained
(Degree)					
(Post Graduate)					

11. Other Qualifications, If any:

12. Computer Proficiency (Yes/No):

13. Experience (Please give details thereof and use extra sheets, if necessary):

Name of Office / Organization	Designation	Period of service rendered			Pay drawn per month
		From	To	Total period (YY-MM-DD)	

14. Language(s) Known:

15. Employment Exchange Registration No., if any (Provide Photocopy of Registration Card, if any)

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16. Address for Correspondence:

Pin Code:

