

# **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 for Flood Shelter underAIBMP	1 (one)

Last date for submission of Application is **14/11/2024 by 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 after the deadline will be summarily rejected. The applicant should mention the name of the post applied for on top of the envelope containing the application. Filled application forms and scanned copies of documents may also be sent to [piu.asdma.proc@gmail.com](mailto:piu.asdma.proc@gmail.com)

Further details and prescribed application form may be seen/downloaded at the ASDMA website <http://asdma.gov.in/> or [https://asdma.assam.gov.in\\_](https://asdma.assam.gov.in_)

**Project Officer  
Assam Integrated River Basin Management Program  
Assam State Disaster Management Authority**

# Terms of Reference

for

## Component Lead: Flood Shelter, AIRBMP, PIU-ASDMA

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

### 1. Background of the Program:

The Assam Integrated River Basin 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)		<b>Phase 1: 2023 – 2027</b>	<b>Phase 2: 2026 – 2030</b>	<b>Phase 3: 2029-2033</b>
<b>Component 1: Institutional Development and Strategic Studies</b>	WRD	Assam Water Policy. Assam Brahmaputra State of Basin Report.	Adjusting Water Resources Framework. Assam Brahmaputra Basin Strategic Plan.	Implementing Priority Actions from Assam Brahmaputra Strategic Plan Assam Barak Basin Strategic Plan.
	ASDMA	Disaster Risk Financing Study. Flash Flood Forecasting Study.	Piloting Risk Financing Instruments. Piloting Flash Flood Forecasting	Scaling Up Risk Financing Instruments. Scaling Up Flash Flood Forecasting
<b>Component 2: Water Resources Management</b>	Water Resources Infrastructure	Beki and Buridehing Basin no regret investments	Investments in Beki, Buridehing, and Jiadhhal 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, Jiadhhal Basins	Flood Forecasting & IFRMPs for 5 more Basins	Flood Forecasting for Brahmaputra Mainstem
	Embankment Asset Management	Formulation of Asset	Piloting Asset Management Implementation	Scaling Up Asset Management

	Management Program	Program Implementation		
<b>Component 3: Disaster Risk Management</b>	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 Operations Centers (EOCs)	Upgrading of State EOC to Fusion Center and additional District EOCs	Establish EOCs for 30% of the Revenue Circles (55 circles)
	Circle Disaster Management	Train and Equip 50 Circle Quick Response Teams (CQRT)	Train and Equip Additional 50 CQRTs	Train and Equip Additional 50 CQRTs
	Climate Resilient Villages	Piloting 50 Village Disaster Mitigation Plans and facilitating mitigation investments	Preparing an additional 100 Village Disaster Mitigation Plan (VDMPs) and facilitating mitigation investments.	Preparing an additional 100 VDMPs and 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 Technical Specialist on Shelter to lead the activities in Sub-Component 3.1 (Flood Shelter) and selected activities in Sub-Component 3.3. These activities are described in the section below.

## 2. Program Activities to be Overseen by the Incumbent:

### 1. Sub-Component 3.1: Flood Shelters

This sub-component includes the construction of new flood shelters, and the upgrading/augmentation of schools that are currently designated as flood relief shelters, and training on flood shelter management. The leadership and supervision of the Incumbent is expected in all activities planned under this sub-component. The targeted numbers are as follows:

Phase	Activity
Phase I	<ul style="list-style-type: none"> <li>Construction of 10 new Flood Shelters</li> <li>Retrofitting and augmentation of 30 numbers of existing flood shelters</li> <li>Formation and training of shelter management committees with at least 40% women representation</li> </ul>
Phase II	<ul style="list-style-type: none"> <li>Retrofitting and augmentation of tentative 70 numbers of existing flood shelters</li> <li>Construction of around 30 new flood shelters</li> </ul>

### 2. Sub-Component 3.3: Circle Quick Response Teams (CQRTs)

This sub-component will support 50 revenue circles in training and equipping their circle quick response teams. As a part of this sub-component, the following two activities involving civil works will be undertaken, where the leadership and supervision of the Incumbent is expected.

Phase I	<ul style="list-style-type: none"> <li>• Construction of storage space for material bank under CQRT in 11 CEOCs with innovative and feasible solutions</li> </ul>
	<ul style="list-style-type: none"> <li>• Upgradation of Central Training Institute at Panikhaiti. -design and construction of a swimming pool, two barracks and a master plan for the CTI</li> </ul>

3. Under Component 1, a study of “Developing a Sheltering Strategy for Assam” is undertaken and the Incumbent is expected to provide leadership and supervision for on- boarding of the agency, quality assurance support and ensure successful delivery of the deliverables by the agency
4. The Incumbent will be responsible for ensuring proper design and installation brief, review of the tender document, commissioning of Lightning Arrestors in the Climate Resilient Villages.

### **3. Roles, Responsibilities and Tasks**

The Incumbent’s scope of work will entail the provision of operational leadership to all the activities needed to ensure the successful and timely delivery of the Phase 1&2 activities mentioned above, including:

1. Ensuring successful completion of the ongoing analysis and draft model DPR preparation by the Assam Engineering College and adequate handover to the incoming Design, Management and Supervision Consultant (DMSC).
2. Orientation, on-boarding and supervising the work of the DMSC on the design and implementation of investments, including monitoring progress, quality review of outputs, pro- active resolution of constraints and active coordination between different stakeholders.
3. Ensuring the formation, training and functioning of shelter management committees, including securing an agreement on the modalities to be chosen for undertaking the same.
4. Undertake visits to project sites at different stages of design and implementation, with regular briefing to Project Officer of PIU-ASDMA and ensuring timely course corrections, where needed.
5. Liaising with FREMAA, WRD, CTI, district, circle and community representatives, contractors, and with any other stakeholder on behalf of ASDMA on matters related to the activities in the Incumbent’s purview.
6. Leading the discussions with and facilitating joint decision making with the Department of Education, Public Works Department, and Department of Home in accordance with the MoUs between them and ASDMA, and with any other department of GoA as needed.
7. Ensuring compliance to environment and social safeguards, procurement and financial management commitments related to the activities in the Incumbent’s purview.
8. Contract management of all the activities (consultancy and works) as defined in the program activities
9. Facilitating successful tendering and awarding of works, including through resolution of potential barriers through activities such as contractor’s conclaves etc.
10. Provision of timely inputs to Focal Points of Communications, Gender, Safeguards, Procurement and Financial Management
11. Regularly reporting on physical and financial progress to Project Officer of PIU-ASDMA.
12. Provide strategic leadership and guidance to the technical specialists of Component 3.1 and any additional task as assigned by the Project Officer of PIU-ASDMA
13. Preparing for and reporting on activities during the World Bank missions, including facilitating visits to the sites.
14. Archiving all the documents and communications related to the activities in the Incumbent’s purview in a commonly shared web-based space, including DPRs, Bid

Documents, MoUs, safeguard screenings, analytical reports and communications output generated during the program.

#### **4. Deliverables and Milestones**

The Incumbent will lead all the project management task needed for ensuring the successful delivery of the following in Phase 1, AIRBMP:

##### Design Stage

- 40 Detailed Project Reports (DPRs) and Tender Documents for 10 new flood shelters and 30 retrofitting shelters for Phase I.
- Model Design for CQRT Material Bank Storage
- 11 technically viable sites for CQRT Material Bank Storage cleared from social and environmental safeguard considerations
- DPR for the CTI Panikhaiti upgradation works
- Development of all DPRs for Phase 2
- Guidelines for the formation and functioning of shelter management committees
- Design briefing of Lightening Arrestors system

##### Tendering Stage

- Successful tendering and award of all proposed activities

##### Implementation Stage

- 40 completed shelter works (10 new and 30 retrofitting)
- 40 trained shelter management committees with 40% women's representation
- Completed training and mock-drills around these 40 shelters, including training of school staff of the 30 augmented schools
- Completed works at CTI, Panikhaiti, including master plan for the CTI campus.
- Completed Sheltering Strategy document
- Commissioning of Lightning Arrestors system.

#### **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 3 years, to be reviewed and renewed annually based on performance and work requirement. 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 15 working days' written notice to the other party.

#### **6. Qualifications and Competencies**

1. M.E. / M. Tech in Civil Engineering/Post Graduation in Construction Management, with preference to specialization in Structural Engineering.
2. A minimum of 8 years of relevant experience in civil construction, design and construction management of public infrastructure including overseeing the preparation of DPRs, Structural Designs and Execution of Civil Works.
3. For applicants having a PhD in Civil Engineering or related fields, the minimum experience required would be 5 years.
4. Significant experience in managing large construction contracts or firms, including the use of project management tools and knowledge of good practices for effective construction management.
5. Demonstrated knowledge of use of up-to-date structural design/ construction management software and practices.
6. Experience in externally aided projects or Public Sector Undertaking (PSU) or any leading private construction company at national level will be preferred.
7. Women, Transgender and LGBTQ candidates will be given preference.

8. Excellent IT skills like usage of utility software including MS Office, Stata, ChatGPT and computer aided softwares e.g. StaadPro, SAP 2000, Etabs, Primavera etc.

## 7. Remuneration

INR 1,50,000/- to INR 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

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. *Candidates can also apply online by sending their filled application form along with supporting documents duly signed and scanned at [piu.asdma.proc@gmail.com](mailto:piu.asdma.proc@gmail.com) within the stipulated deadline.*
- No TA/DA will be paid for attending the interview.
- Applications received at Assam State Disaster Management Authority (ASDMA) after the deadline will be summarily rejected.
- 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.
- 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
- Last date for submission of Application (Online/Offline) is **14<sup>th</sup> November 2024 up to 1700 Hours** and should 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, India



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:



17. Permanent Address of the Applicant:


Pin Code:

18. Email ID:


19. Telephone/ Mobile No.(s):

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20. Distinction / Award / Special Achievements / Extra Curricular Activities (attach a separate sheet if required):


**DECLARATION**

1. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications, computer proficiency etc. prescribed for admission to the recruitment.
2. I have enclosed photocopies of certificates in support of my claim for educational qualification, work experience and age.
3. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
4. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the recruitment, my candidature / appointment is liable to be cancelled forthwith.

Place:

Date:

Signature of the Applicant

- **APPLICATION NOT SIGNED BY THE CANDIDATE WILL BE REJECTED.**
- **PHOTOCOPY AND SCANNED SIGNATURE WILL NOT BE ACCEPTED.**