

## **Project Brief**

### **Institutional Strengthening and Capacity Building for DRR.**

**Implementing partner: NDMA**

#### **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 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 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 output “**Institutional Strengthening and Capacity Building**” aims at strengthening capacities of existing SDMAs and selected DDMA 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 key deliverables of the project are as follows:**

**Deliverable 1.1-Strengthening and capacity building of Disaster Management Institutions for performing some of the key functions as envisaged under the DM Act. – Outlay US \$ 10 million-approximately Rs 50 crores - 79 % of the Project outlay.**

**a) Human Resource Support:** With a view to make the State and District Disaster Management Authorities vibrant and functional, Human Resource Support will be provided to the states on a selective manner as per the need of the states and availability of resources. As outlined in the implementation strategy circulated earlier, 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 undertake specific jobs requiring special expertise by hiring appropriate consultants. **The States will be 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 SDMAs 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. State Project Officers /Coordinators may also be recruited directly by UNDP.

- Civil /Structural Engineer.
- Capacity Building and Training Officer.
- Urban Planner/ Rural Development Specialist.
- IT Specialist.
- Documentation and Communication Officer.

| Positions                                    | Tentative salary structure (all inclusive) |
|--|--|
| Civil /Structural Engineer.                  | Not exceeding Rs. 40,000                   |
| Capacity Building and Training Officer       | Not exceeding Rs. 35,000                   |
| Urban Planner/ Rural Development Specialist. | Not exceeding Rs. 35,000                   |
| IT Specialist.                               | Not exceeding Rs. 35,000                   |
| Documentation and Communication Officer.     | Not exceeding Rs. 30,000                   |

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

| Positions  | Tentative Salary Structure ( all inclusive) |
|--|---|
| District Project Officer (responsible for coordination, monitoring and project management) | Not exceeding Rs.30,000                     |
| Training and Capacity Building Officer.  | Not exceeding Rs.30,000                     |

The states will have to follow standard recruitment procedures and intimate NDMA and UNDP about the same in advance. The TORs as circulated by NDMA will provide the guidance on the qualification and technical expertise as required for the positions. One personnel from NDMA/UNDP will have to be invited as a member of the recruitment panel.

**b) Conducting Risk Assessment and Vulnerability Analysis in select States and districts-** Hazard Risk and Vulnerability Assessment is an important element 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.(HRVA) is not an end in itself. The purpose of hazard, risk and vulnerability analysis is to anticipate problems and possible solutions to help save lives and property, reduce damage, and speed a community's recovery. HRVA helps us work towards disaster-resilient communities. At present most of the districts and the state only depend on historic data of disasters and have contingency plans in place to respond to them. Barring a few States, a conscious Hazard, Risk and Vulnerability analysis has not been attempted in most of States and districts. Examination of Vulnerability to disasters is specifically mandated under the DM Act 2005 in the following section namely –

- a. functions of the State Executive Committee as provided for under Section 22 (2)(b) DM Act 2005,

- b. aspects to be included in the State Plan as provided for under section 23 (4)(a) of the Act and
- c. it forms part of the Powers and functions of the District authority as provided for under section 30 (2)(iii) of the Act

In effect the DM Act 2005 mandates the authorities to **prepare emergency plans** that reflect the authority's assessment of the relative risk of occurrence and the potential impact on people and property of the emergencies or disasters that could affect all or any part of the jurisdictional area for which the authority has responsibility. **It is hence a critical activity of the present GOI-UNDP DRR project. The scale of such a HRVA would however depend on the availability of funds and is intended to serve as a catalyst for the States themselves to take this up as it is mandated in the DM Act 2005.** Consultations will be held with National, State and District level nodal departments and agencies as well as key technical and training institutions to identify the most hazard-prone States, Districts and communities for conducting the assessments. The assessment reports and outputs will be published and disseminated through web resources and other available means. Efforts will be made to disseminate the risk informations at the community level in order to build the knowledge, aptitude and skills for risk reduction among local people.

Under the project every state will be supported to conduct hazard risk assessment and vulnerability analysis in atleast one district. In addition few states may be supported to prepare State level HRVA for which states will have to submit detail technical and financial proposals to NDMA. The selection for the same will be based on the review of the proposals by NDMA as well as availability of resources.

At the national level for providing overall technical guidance to the 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) Mainstream Disaster Risk reduction in local area development programmes by incorporating risk reduction features into sector specific development programmes and schemes** – Under the DRR project guidelines, tools and methodologies for risk reduction will be developed and used to promote integration of DRR concerns into on-going flagship development programmes and upcoming ones. Specific efforts will be made to incorporate the principles and practices related to mainstreaming DRR into: Rural development (National Rural Employment Guarantee Scheme, Indira Aawas Yojana, PM Village Roads Program, Watershed Development Program); Health (National Rural Health Mission); Water, Sanitation and Environment (Nirmal Gram and Bharat Nirman schemes); Education (Sarva Shiksha Abhiyan) and other key development sector programmes through their respective nodal agencies/ departments and District Administrations. Focused attention will be accorded to sectors with a strong community orientation as end beneficiaries. In addition training will also be imparted to various level of functionaries on mainstreaming DRR into development planning and programmes. 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. Guidelines will also be developed for conducting Disaster Impact Assessments (DIAs) (along the lines of Environmental Impact Assessments) and community-level risk assessment.

**d) Assess training requirement of the States and facilitate training of key personnel in consultation with NIDM/ATI**–The DRR project would include different Training and Capacity Building exercises. Towards this comprehensive capacity-building programmes will be developed to train officers in the required skills for risk assessment, preparation of DM

plans and preparedness activities, mitigation/ risk reduction efforts, as well as response and recovery actions (including SOPs). Some of the key training areas and relevant stakeholders are as follows:

- i. **Capacity-building of PRIs in DRM at the District level through ATIs and SIRDs**-In disaster risk management the communities and local administrations play a vital role as they are also the first responders during a disaster. (As per the DM Act, Panchayati Raj Institutions (PRIs) are entrusted to act as co-chairs of the DDMA's. This activity would support the capacity building of PRIs by rolling out training pilots through the ATI's and SIRD's and also through training of PRI members.
- ii. **Strengthen training institutions in DM**-In order to strengthen DM institutions in the country this activity will provide support for the development of specialized training modules and curricula on specialized areas of DM, focusing on gender and social inclusion issues. The activity will also involve development of training literature and materials.
- iii. **Capacity-building of specialized institutions (Fire Brigade, Home Guards, other institutions and volunteer based organizations) for disaster risk management** - Specialized institutions such as the Fire Brigade, Home Guards, other institutions and volunteer-based organisations like the National Social Service (NSS), Nehru Yuva Kendra (NYK), National Cadet Corps (NCC) and the National Red Cross Societies are a great resource for disaster management in the country that needs to be utilized much more effectively. While the Government of India is upgrading the facilities and equipment of some of these institutes, the project can provide added value to these efforts by building the specific capacities of the institutions, including police, for DRM. First, capacity needs assessments will be conducted for each specialized institution on a demand basis. And based on these, specific capacity-building strategies will be developed for the organizations.
- iv. **Technical Assistance for capacity-building of specialized institutions** - Under this activity, technical assistance will be provided to institutions in DM, to develop partnership with academic institutions, conduct pilot training programmes and develop and State level training of trainers (ToTs).
- v. **Capacity-building of CSOs, NGOs and the private sector for disaster risk management**- In order to reach out to the District, sub-District, village and community levels in building and maintaining the capacities of Communities on disaster risk reduction, a vast amount of training and "hand-holding" orientation programmes will be required at the District level. Considering the sheer volume of personnel and training required, this activity cannot be undertaken by government institutions alone. It will be necessary to involve and support CSOs that are already active at the District and sub-District levels and also the private sector for imparting training to the communities at the grass roots level, with adequate supervision and evaluation. The activity will thus involve training and skill development programmes for professionals working in the NGO sector towards this end. Further support will be provided to set-up local DRM networks of NGOs, CSOs and community-leaders in high-risk zones for conducting more participatory preparedness and risk reduction activities, including mock-drills.
- vi. **Capacity-building for Recovery** - Sector-specific tools and guidelines will be developed for post disaster recovery – The guidelines will be developed on the

basis of a review of state-specific housing, livelihoods and other sector practices. There is a need to make these recovery measures locally appropriate and relevant. For example, in the absence of local level documentation of housing practices (material and technology) or a livelihood strategy, a recovery program may not be sensitive to local needs and aspirations, or may not get enough support from local-level institutions. Thus local practices for recovery will be evaluated, documented and promoted through local development programmes (building practices, watershed management, natural resource management etc.). To ensure the 'build-back better' principal is being followed, guidelines on incorporating risk reduction measures into recovery planning and reconstruction will be prepared as well. 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.

**vii. Training and Capacity Building on Post Disaster Management and Needs Assessment.**

The project will assist the national government and selected state governments in standardizing the methodology of post disaster damage and need assessment incorporating the issues concerning the disadvantaged people. Support will be provided for developing sector-specific training modules and conduct training programmes on post disaster damage and needs assessment to the State DM Centers to ensure that there is adequate national capacity for such assessments, and that such an exercise is multi-sectoral, comprehensive, and socially inclusive. An effective post disaster damage and needs assessment which is sensitive to the needs of disadvantaged people is the first step towards speedy recovery from a disaster and will also reduce contestation and counter-contestation on the part of beneficiaries. In order to encourage and institutionalize such assessments as the first step for recovery planning, support will be extended for conducting actual assessments. For example, in the case of monsoon floods affecting the states in North and North-eastern India, the affected states could undertake damage and needs assessment for calculating losses and damages using the tools developed. 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.

**viii. 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 states 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 land use development regulations for ensuring structural safety in hazard prone areas.
- Training of State and District level Search and Rescue Force.

**ix. Inter agency coordination mechanisms established between NGOs, CSOs and other stakeholders for effective recovery.**

Identifying and developing the roles and responsibilities of NGOs and CSOs in recovery will help to make optimum use of these critical partners. As a result, setting up appropriate networks for coordination with all stakeholders in recovery is crucial. States will be supported to establish inter-agency coordination structure for discussing and finalizing recovery as well as to strengthen efforts on disaster preparedness and post disaster immediate response. Workshops will be organized to discuss coordination mechanisms with NGOs and CSOs. The SDMAs should recognize these coordination structures and make it an important part of their functioning.

**Deliverable 1.2-Building resilience for people from the Scheduled castes and scheduled tribes groups considering their specific vulnerabilities - Outlay US \$ 1 million-approximately Rs 5 crores - 8 % of the Project outlay.**

While activities under this deliverable are essentially spread over all the project activities, keeping in mind the additional vulnerabilities of poor women and men from the scheduled castes and scheduled tribe groups there would be focus on supporting mobilization and formation of SHGs and support them to undertake mitigation measures especially in highly vulnerable areas on a pilot basis. The limitations of the current risk transfer mechanisms available to them would be reviewed and methodology developed to ensure its effective targeting. These programmes will be customized to focus on asset and skill development. Geographical areas with high risk and vulnerability profiles e.g. which tend to be occupied by poor people from these groups will be accorded greater attention and activities to support mitigation measures in these areas would be specifically designed. Results under this deliverable would serve as examples which could be up scaled later.

**Deliverable 1.3 - Taking up focused activities to identify specific vulnerabilities of women to hazards and develop strategies to enhance their coping capacities - Outlay US \$ 500,000 million-approximately Rs 2.5 crores - 4 % of the Project outlay.**

Like the previous deliverable activities under this are also essentially spread over the entire project activities. However states will be supported to undertake pilot initiatives focusing on strengthening the women self help groups wherever already in existence and supporting mobilisation and formation of SHGs where they are yet to be formed. The limitations of the current risk transfer mechanisms available to them would be reviewed (for e.g. micro insurance schemes) and methodology developed to ensure its effective targeting. These programmes will be customized to focus on asset and skill development. Results under this deliverable would serve as examples which could be up scaled later.

**Deliverable 1.4 - Integrate disaster risk management with national development programs - Outlay US \$ 400,000 million-approximately Rs 2 crores – 3 % of the Project outlay.**

While the integration of DRR in the local development schemes especially in the districts where the project will be implemented is part of the Deliverable 1.1, under **this deliverable development of specific tools and methodologies for mainstreaming DRR into development planning mainly at the National level and at the state levels is envisaged.** The process of mainstreaming DRR into development planning is invariably impeded due to a lack of appropriate tools and methodologies. Multifarious development activities and projects of National and local administrations involving huge resource investments become redundant in the long-run, as no assessment is conducted to either analyze the impact of hazards and risks on the project or to assess whether a project would exacerbate the existing vulnerabilities in the region. The existing state of mainstreaming DRR into the development planning process will be reviewed and assessed and a report will be published to document the key gaps and needs findings. This will inform those devising interventions and build upon existing experience, learning and capacity with a view to address the specific requirements of each sector. Nodal administrative departments and agencies officials for crucial sectors like health, infrastructure, urban development etc. will be sensitized and oriented in DRR. Specialized training and capacity building initiatives to promote mainstreaming efforts will be undertaken targeted at each sector. Key stakeholders will be associated with these training programmes so as to ensure value addition to the development process. As mentioned already risk reduction measures will be incorporated into major development programmes such as SSA.NRHM, JNNURM, and NREGA etc.

**Deliverable 1.5 - Knowledge Management - Outlay US \$ 700,000 million-approximately Rs 3.5 crores – 6 % of the Project outlay.**

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, the key activities will be as follows:

- i. **The Knowledge networking would also be strengthened** – This activity is designed to strengthen the on-going knowledge management and networking initiatives in place by expanding its scope and coverage through promoting active and effective partnerships for information, experience and knowledge sharing. Partnerships with academic institutions, universities, centers of excellence and research institutions will be promoted to augment the existing knowledge base on disaster risk management and emerging issues and concerns related thereto, in the backdrop of climate change and climate variability. Technical/ research institutions and centers of learning will be supported to undertake research on risk reduction issues. Studies and research on a whole gamut of issues having a bearing on risk reduction will be supported and facilitated. This will include undertaking research on emerging challenges due to the impact of climate change and seek to devise innovative risk reduction approaches for risk management.

**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 bill 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.

- ii. **Knowledge Management Centre:** Efforts to create a web-based Knowledge Management centre at NDMA, to serve as a one-point reference window for knowledge on DRR issues will be undertaken. This will mandate closer partnerships with various institutions, training centers and other stakeholders. Knowledge sharing meetings and consultations to provide a platform to key resource persons and resource institutions will also be organized.

Expansion of the Disaster Management Community for Solution Exchange India will be promoted and efforts will be made to link national networks to regional and international networks to promote greater knowledge networking with practitioners' from other countries and regions. This will help cross-fertilization of ideas and experiences and expertise generated on risk reduction issues will be shared for replication. NDMA will also set up a project advisory group for technical inputs and guidance on DRR. 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.

- iii. Promoting public-private-partnerships for knowledge management will be supported to harness the technical expertise and knowledge available within the private domain. This will help tap into the potential offered by professional bodies and sectoral organizations in the private sector. At the same time, wide-ranging partnerships will be developed with private sector organizations for specific DRM areas like promoting safe construction, emergency communications, safety technologies, retrofitting, quality audits etc. **Partnerships will also be facilitated between technical research institutions and the private sector for technological innovations for DRR.**

- iv. **Public awareness campaigns rolled out** - Building knowledge, skills and the aptitude of communities on DRR issues is crucial for promoting disaster resilience. Although significant efforts have already been made in this direction under the 2002-2008 DRM Programme, the need to increase DM consciousness among community and policy/ decision-makers cannot be understated. Efforts will be made to formulate a national awareness generation strategy using multiple modes of communication and adopting a multi-hazard approach. The strategy will be tailored to address the specific requirements of vulnerable regions and the risk mitigation and preparedness needs of the identified communities. It will involve all modes of communication e.g. electronic, print, IEC materials, traditional, cultural and religious gatherings, rural fairs, folklore, dance and drama modes, schools and other community gatherings etc. It will seek to develop a large body of advocacy and awareness materials, especially in vernacular languages, to deliver the message in an easy-to-understand and recall manner to the communities', especially vulnerable groups like women, children, the elderly, differentially able, marginalized and excluded groups. The process will also involve community-level workshops and public meetings.

### **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. 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's 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.

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## ANNEXURES

### Draft Terms of Reference

#### **Capacity Building and Training Officer:**

##### **Key Responsibilities**

- Responsible for coordinating the training and 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 GoI 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

**ICT Officer****Duties and Responsibilities:**

- Identify system requirement for development of Knowledge Resource Centre (KRC) in states.
- Promote the ICT for development and disaster risk reduction agenda by organizing various seminars, workshops, consultations and advocacy campaigns in collaboration with various partners and stakeholders.
- Assist the SDMA to establish synergy with the activities of strengthening the State level websites that would act as a repository of knowledge products from the states.
- Assist SDMA/Department in online monitoring of the project which includes regular back up of the database and updating of site, tracking reporting frequency and sending reminders to districts and departments.
- Support the SDMA/Department in troubleshooting hardware & software related problems.
- Ensure regular backup of user data and e-mails, antivirus updating etc .
- Any other task assigned by the Supervisor(s).

**Educational Qualifications**

- Graduate in Information Technology/Computer Science. Masters in Computer Applications would be preferred.

**Experiences**

- At least 5-7 years of experience including 2-3 years of managerial experiences in managing, designing and implementing information systems.
- Prior experience in working on government projects would be preferred.
- Excellent analytical, organizational and presentational skills; particularly with databases.

**Knowledge & Skills**

- Software & Hardware skills pertaining to web services applications are required.
- Knowledge of hardware, Knowledge of GIS software, Web Server Administration would be preferred.

**Languages**

- Full proficiency in English including excellent writing skills. Working knowledge of one Indian language preferably Hindi would be an asset.