

**COMMUNITY BASED DISASTER RISK MANAGEMENT
(CBDRM)**

ENGAGING OF INDIVIDUALS FOR CBDRM

TERMS OF REFERENCES FOR EACH OF THE POSTS

Expression of Interest

**Last date for receipt of EOI by post as per the advertisement
20.2.2015, 3.00pm**

**IMPLEMENTING AGENCY
(COMMUNITY BASED DISASTER RISK MANAGEMENT – CBDRM)**

**Rural Development and Panchayat Raj Department, Government of Tamil Nadu
through State Institute of Rural Development, Maraimalaingar
Kancheepuram - District 603 209**

TERMS OF REFERENCE (ToR) FOR CONSULTANT (PROCUREMENT AND FINANCE)

BACK GROUND:-

Based on the approval accorded by the Government of Tamil Nadu in the Government Order (Ms.) No. 145, Revenue (DM4-1), Department, dated 12.05.2014, it is proposed to recruit one **Consultant (Procurement and Finance)** to assist the Director, State Institute of Rural Development, in the implementation activities of the CBDRM, covering all aspects of the Project in the coastal villages of 12 Coastal Districts in Tamil Nadu.

ROLES & RESPONSIBILITIES

1. Technically handle the implementation and monitoring of the CBDRM component in the Project Area (Costal villages of 12 Districts in Tamil Nadu) in the areas of procurement and financial management adopting World Bank Procurement Procedure.
2. Closely associate with the Consultant (Procurement), PMU Chennai, and through them, liaison with the World Bank Consultants / staff issues related to procurement and financial management
3. Technically guide and take full responsibility for all the procurements made under this component and all the financial transactions taking place under this component, as per the World Bank Procurement Guidelines.
4. To get the approval of the PMU and World Bank on procurement procedure as may require.

5. To send reports on the procurements and the financial transactions taken place to PMU, RD & PR Department, World Bank as and when required, approval of the Director, SIRD.
6. To send Monthly reimbursement Claims to the PMU for onward transmission to World Bank and provide further details if any required, with the approval of the Director.
7. To keep and maintain the book of accounts as per the procedure of the Work Bank Internal Auditor's requirements
8. To guide SIRD, District, Block and Cluster Assist in design, conduct capacity building programmes
9. Assist in monitoring the works of the District, Block and Cluster level functionaries exclusively procured under this project.
10. Attend review Meeting conducted by PMU

PROFILE

1. Post Graduate Degree in MBA, MA (Economics), or CA or equivalent from a recognised University.
2. Minimum of 10 years' of proven work experience in Procurement aspects, Financial aspects, accounting etc., with reference to World Bank Procurement Guide lines.
3. Minimum of 3 years field experience in project execution under externally aided project in coastal areas will be an added advantage.

REPORTING

Report to the Director, SIRD and attend to carry out all activities related to the implementation, monitoring and evaluation of the CBDRM component in the Project Area.

The contract will be initially for a period of 1 year from date of signing of contract. The contract will be renewed by a Committee consisting of;

- The Director, SIRD
- Representative from PMU
- Representative from the Directorate of Rural Development/Training

The contract may be extended based on the performance of the individual as decided by the Committee, by a mutual consent of the Employer and the individual, after getting approval from the competent authority.

**IMPLEMENTING AGENCY
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**Rural Development and Panchayat Raj Department, Government of Tamil Nadu
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Kancheepuram - District 603 209**

TERMS OF REFERENCE (ToR) FOR [CONSULTANT \(SOCIAL DEVELOPMENT\)](#)

BACK GROUND:-

Based on the approval accorded by the Government of Tamil Nadu in the Government Order (Ms.) No. 145, Revenue (DM4(1), Department, dated 12.05.2014, it is proposed to recruit one **Consultant (Social Development)** to assist the Director, State Institute of Rural Development, in the implementation activities of the CBDRM, covering all aspects of the Project in the coastal villages of 12 Coastal Districts in Tamil Nadu.

ROLES & RESPONSIBILITIES

1. Implement, monitor and evaluate the CBDRM component in the Project Area (Costal villages of 12 Districts in Tamil Nadu).
2. Closely associate with various stakeholders (Government Departments, Civil Societies, Public and private sector units ie.,) for the implementation of State Disaster Management policy in line with the priorities set up by the Government / State Disaster Management Authority and State Disaster Management Agency.
3. Assist in design, conduct capacity building programmes
4. Assist in monitoring the works of the District, Block and Cluster level functionaries exclusively procured under this project.

5. Attend monthly reviews and guide the stake holders
6. Undertake periodical field visits to the project area to ascertain the stages of implementation of the component and submit status report to the Director, SIRD.
7. Create networking between the Government Functionaries, Local Bodies
8. Organise Trainings / Workshops / Seminars / Exposure visits in connection with the Project implementation.
9. Attend Meetings / Seminars / Exposure visits in connection with the component implementation. generate Project Appraisal Reports
10. Take such other steps deemed fit for achieving the objectives of the Project.
11. To take up mid-term evaluation / appraisal of the component and suggest mid-way corrections if any
12. Sent reports through SIRD to the PMU, RD & PR Department, Government of Tamil Nadu and the World Bank as necessary.
13. Such other duties and responsibilities given by SIRD, RD & PR, PMU, Government of Tamil Nadu and the World Bank from time to time.
14. Facilitate "Multihazard risk and vulnerability assessment and develop repository of hazard /vulnerability and risk information. Preparation / updation of annual vulnerability assessments and risk reduction reports.
15. Preparation / updation of the Village Disaster Management Plan (VDMP) and provide guidance for updation and synergizing of Disaster Management /District Risk Reduction plans at all levels.
16. Evolve mechanizing and reporting formats for regular reporting of activities carried out by various stakeholders to state disaster management agency.
17. Preparation / updation of annual reports on the Project Activities.

18. Identify resources in co-ordination with stakeholders, Local bodies, Government departments, NGOs, Academic Institution, Resource Agencies etc., and work with them in an organized manner to address the Disaster Risk Reduction.
19. Develop new training modules and methodologies, related aspects, in consultation with experts from training Institutes / universities and arrange to provide training to the line department's staff, NGOs stakeholders local bodies.
20. Identify and facilitate development of new training tools, methodologies, for emerging fields in DM/DRR and in corporate innovative ways of training in to CBDRM training
21. Co-ordinate with the agency in establishment of Multi-Hazard Early warning system for the state with a focus on last mile connectivity.
22. To work in co-ordination with the Consultant (Procurement) in implementing the Project as per the World Bank Procurement Guidelines and the instructions given from the Project Management Unit, Chennai from time to time.

PROFILE

1. Post Graduate Degree in Social Sciences such as Sociology, Social Work, Anthropology etc., from a recognised University. Ph.D., in DRM related areas will an added advantage.
2. Proven field experience in Disaster Management / Training and capacity building activities in the coastal areas, up to 10 years preferable.
3. Minimum of 5 years field experience in Disaster Management with project executed under externally aided project in coastal Tamil Nadu will be an added advantage.
4. Field work experience in the coastal communities, in Disaster Management related areas under NGO environment will be an added advantage.
5. Field experience in implementing Community Based Disaster Risk Management.
6. Attended training programmes on DRM in reputed institutions

7. Having records of outstanding works in the DRM field
8. Capacity of developing and conducting training needs assessment for Disaster Management.
9. Familiarity with working and functioning of development agencies (Govt Department/ Local bodies/ NGOs/CBOs etc.)
10. Proficiency in English and local language (Tamil) both written and spoken.
11. Proficiency in using Computers / Web applications.
12. Experience to strategize, plan and organize events such as Workshops, Training etc.,
13. Understand the key development and Disaster Risk Management Literatures and able to translate it is to Local Language.
14. Experience in organizational development and institutional capacity building.
15. Both sex may apply - Age, preferably below 45 years as on 1.1.2014

REPORTING

Report to the Director, SIRD and attend to carry out all activities related to the implementation, monitoring and evaluation of the CBDRM Project in the Project Area.

The contract will be initially for a period of 1 year from date of signing of contract. The contract if necessary may be extended by the Employer, based on the merit, for one more year as per the procedure.

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**IMPLEMENTING AGENCY
(COMMUNITY BASED DISASTER RISK MANAGEMENT – CBDRM)**

**Rural Development and Panchayat Raj Department, Government of Tamil Nadu
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Kancheepuram - District 603 209**

TERMS OF REFERENCE (ToR) FOR PROJECT ASSISTANT

BACK GROUND:-

Based on the approval accorded by the Government of Tamil Nadu in the Government Order (Ms.) No. 145, Revenue (DM4-1), Department, dated 12.05.2014, it is proposed to recruit one **PROJECT ASSISTANT** to assist the Director, State Institute of Rural Development, in the implementation activities of the CBDRM, covering all aspects of the Project in the coastal villages of 12 Coastal Districts in Tamil Nadu.

ROLES & RESPONSIBILITIES

1. Assist SIRD in the implementation, monitoring and evaluation of the CBDRM component in the Project Area (Costal villages of 12 Districts in Tamil Nadu).
2. Assist SIRD in getting the net-work with various stakeholders (Government Departments, Civil Societies, NGOs and others).
3. Assist in conduct of monthly reviews for the staff at District, Block and Village Cluster levels.
4. Assist in organising Trainings / Workshops / Seminars / Exposure visits in connection with the component implementation.
5. Attend Meetings / Seminars / Exposure visits in connection with the Project implementation.
6. Keep up to date database, reports related to the Project

7. Assist SIRD to send reports through SIRD to the PMU, RD & PR Department, Government of Tamil Nadu and the World Bank as necessary.
8. Assist in preparation / updation of the Village Disaster Management Plan (VDMP) and provide guidance for updation and synergizing of Disaster Management /District Risk Reduction plans at all levels.
9. Assist SIRD in preparation of periodical documentation of activities, annual reports, appraisal reports for PMU, World Bank etc. and storage of such documents both in hard and soft copies, until the Final Report is submitted.

PROFILE

1. Graduate Degree in Social Sciences (Sociology, Social Work, Anthropology etc) from a recognised University. Any PG will be an added advantage.
2. Additional qualification on DRM (Degree/diploma) will be an added advantage.
3. Minimum of 3 years' experience in office / field activities
4. Exposed to Disaster Risk Management / development initiatives
5. Under gone Training in DRM
6. Working knowledge on computers, office files, account, web-applications such as managing web sites, emails, data bases, on-line reports etc.
7. Proficiency in English and Tamil both written and spoken.
8. Proficiency in using Computers / Web applications.
9. Experience to strategize, plan and organize events such as Workshops, Training etc.,
10. Experience in organizational development and institutional capacity building.
11. Both sex may apply - Age, preferably below 45 years as on 1.1.2014

REPORTING

Report to the Director, SIRD and attend to carry out all activities related to the implementation, monitoring and evaluation of the CBDRM Project in the Project Area.

The contract will be initially for a period of 1 year from date of signing of contract. The contract if necessary may be extended by the Employer, based on the merit, for one more year as per the procedure.

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**IMPLEMENTING AGENCY
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**Rural Development and Panchayat Raj Department, Government of Tamil Nadu
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TERMS OF REFERENCE (ToR) FOR DATA ENTRY OPERATOR

BACK GROUND:-

Based on the approval accorded by the Government of Tamil Nadu in the Government Order (Ms.) No. 145, Revenue (DM4-1), Department, dated 12.05.2014, it is proposed to recruit one **DATA ENTRY OPERATOR** to assist the Director, State Institute of Rural Development, in the implementation activities of the CBDRM, covering all aspects of the Project in the coastal villages of 12 Coastal Districts in Tamil Nadu.

ROLES & RESPONSIBILITIES

1. Assist SIRD in the implementation, monitoring and evaluation of the CBDRM component in the Project Area (Costal villages of 12 Districts in Tamil Nadu).
2. Assist in conduct of monthly reviews for the staff at District, Block and Village Cluster levels.
3. Assist in organising Trainings / Workshops / Seminars / Exposure visits in connection with the implementation of CBDRM of the component.
4. Keep up to date database, reports related to the component.
5. Assist SIRD to send reports through SIRD to the PMU, RD & PR Department, Government of Tamil Nadu and the World Bank as necessary.
6. Assist in preparation / updation of the Village Disaster Management Plan (VDMP) and provide guidance for updation and synergizing of Disaster Management /District Risk Reduction plans at all levels.

7. Assist SIRD in preparation of periodical documentation of activities, annual reports, appraisal reports for PMU, World Bank etc. and storage of such documents both in hard and soft copies, until the Final Report is submitted.

PROFILE

1. Graduate Degree in from a recognised University. Any Post Graduate degree will be an added advantage.
2. Minimum of 3 years' experience in office / field activities
3. Exposed to Disaster Risk Management/Development activities
4. Working knowledge on computers, office files, account, web-applications such as managing web sites, emails, data bases, on-line reports etc.
5. Proficiency in English and local language (Tamil) both written and spoken.
6. Proficiency in using Computers / Web applications.
7. Experience in organizational development and institutional capacity building.
8. Working experience in NGO background will be an added advantage.
9. Both sex may apply - Age, preferably below 45 years as on 1.1.2014

REPORTING

Report to the Director, SIRD and attend to carry out all activities related to the implementation, monitoring and evaluation of the CBDRM component in the Project Area.

The contract will be initially for a period of 1 year from date of signing of contract. The performance of the individual will be examined by a Committee consisting of

- Director, SIRD as the Chairperson
- Representative from the PMU
- Representative from the Directorate of Rural Development and the contract would be renewed for one more year, based on the performance by mutual consent of the employer and the individual.

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**IMPLEMENTING AGENCY
(COMMUNITY BASED DISASTER RISK MANAGEMENT – CBDRM)**

**Rural Development and Panchayat Raj Department, Government of Tamil Nadu
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Kancheepuram - District 603 209**

TERMS OF REFERENCE (ToR) FOR [DISTRICT PROGRAMME OFFICER \(CBDRM\)](#)

BACK GROUND:-

Based on the approval accorded by the Government of Tamil Nadu in the Government Order (Ms.) No. 145, Revenue (DM4(1), Department, dated 12.05.2014, it is proposed to recruit twelve posts **DISTRICT PROGRAMME OFFICER (CBDRM)** (to be stationed at Cuddalore, Kancheepuram, Kanniyakumari, Nagapattinam, Thanjavur, Villupuram, Pudukottai, Ramanathapuram, Thiruvallur, Thiruvarur, Thoothukudi and Tirunelveli Districts) to assist the Director, State Institute of Rural Development and the District administration in the implementation activities of the CBDRM, in the coastal villages of the coastal district concerned.

ROLES & RESPONSIBILITIES

1. Coordinates with various line department within the district
2. Consolidates the plans on the CBDRM program as submitted by the block level coordinators
3. Supervise and monitor the activities of the Block Facilitator on CBDRM implementation.
4. Conduct monthly review meeting with the block and cluster facilitators on their work performance and submit reports.
5. Attends CBDRM and other required meetings and training and activities
6. Reports to the SIRD Director and District Collector with regards to the CBDRM implementation.
7. Assist SIRD, in implement, monitor and evaluate the CBDRM Project in the coastal areas of the District concerned.
8. Coordinate with various stakeholders (Government Departments, Civil Societies, NGOs, CBOs etc,) with in the District or nearby, for the implementation of CBDRM, as per the project approved

9. Organise and conduct capacity building programmes for the staff and the primary and secondary stakeholders including the community.
10. Monitoring the works of the Block Facilitators and Cluster Facilitators in implementing the project, at the field level.
11. Attend monthly reviews conducted by SIRD, District Administration in other such places.
12. Undertake field visits to the project area, in the district.
13. Create networking between the Government Functionaries, Panchayat Raj Institution, CBOs and others.
14. Organise Trainings / Workshops / Seminars / Exposure visits in connection with the Project implementation in the District.
15. Attend Meetings / Seminars / Exposure visits in connection with the component implementation.
16. Take such other steps deemed fit for achieving the objectives of the component in consultation with the Director, SIRD.
17. To take up mid-term evaluation / appraisal of the project and suggest mid-way corrections if any
18. Sent weekly/monthly Reports to SIRD.
19. Such other duties and responsibilities given by SIRD, RD & PR, PMU, Government of Tamil Nadu and the World Bank from time to time.
20. Facilitate "Multihazard risk and vulnerability assessment and develop repository of hazard /vulnerability and risk information.
21. Preparation / updation of annual vulnerability assessments and risk reduction reports at the District level.
22. Facilitate the preparation of Village Disaster Management Plan (VDMP) and provide guidance for updation and synergizing of Disaster Management /District Risk Reduction plans.
23. Compile all the VDRMPs in the Districts in to District Disaster Risk Management Plan.
24. Identify resources in co-ordination with stakeholders, Local bodies, Government departments, NGOs, Academic Institution, Resource Agencies etc., and work with them in an organized manner to address the Disaster Risk Reduction.

PROFILE

Retired officers in the cadre of Block Development Officer and above from RD & PR, Tasildar from the Revenue Department, Station Officer and above from Fire and Rescue Services, Inspector from Police Department, with Bachelor degree or equivalent. With broad experience on district level project management, five years' experience on disaster risk management.

Native to the district.

Age - Below 65 as on 1.1.2014 and with able health condition for travelling in the project area within the District and to attend various meetings at State levels.

REPORTING

Report to the Director, SIRD and to District Administration in carrying out all activities related to the implementation, monitoring and evaluation of the CBDRM Project in the Project Area.

The contract will be initially for a period of 1 year from date of signing of contract. The contract if necessary may be extended by the Employer, based on the merit, for one more year as per the procedure.

**IMPLEMENTING AGENCY
(COMMUNITY BASED DISASTER RISK MANAGEMENT – CBDRM)**

**Rural Development and Panchayat Raj Department, Government of Tamil Nadu
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Kancheepuram - District 603 209**

TERMS OF REFERENCE (ToR) FOR BLOCK CLUSTER FACILITATOR (CBDRM)

BACK GROUND:-

Based on the approval accorded by the Government of Tamil Nadu in the Government Order (Ms.) No. 145, Revenue (DM4(1), Department, dated 12.05.2014, it is proposed to recruit 25 (twenty five) posts **BLOCK**

FACILITATOR(CBDRM)

(to be stationed at coastal blocks of Cuddalore, Kancheepuram, Kanniyakumari, Nagapattinam, Thanjavur, Villupuram, Pudukottai, Ramanathapuram, Thiruvallur, Thiruvarur, Thoothukudi and Tirunelveli Districts) to assist the Director, State Institute of Rural Development and the District administration in the implementation activities of the CBDRM, in the coastal villages of the coastal district concerned.

ROLES & RESPONSIBILITIES

1. Details the plan and implements the CBDRM programme in his/her respective block
2. Monitors and supervises the cluster facilitators.
3. Coordinates within the block level government offices and other stakeholders.
4. Field level visits within the block.
5. Attends required meetings, training and other activities.
6. Maintains and updates data base on block level disasters.
7. Organise and conduct capacity building programmes for the staff and the primary and secondary stakeholders including the community.
8. Monitoring the works of the Block Facilitators and Cluster Facilitators in implementing the project, as per its approval.

9. Attend monthly reviews conducted by SIRD, District Administration in other such places.
10. Undertake field visits to the project area, in the Block.
11. Create networking between the Government Functionaries, Panchayat Raj Institution, CBOs and others.
12. Organise Trainings / Workshops / Seminars / Exposure visits in connection with the Project implementation in the District.
13. Attend Meetings / Seminars / Exposure visits in connection with the Project implementation.
14. Take such other steps deemed fit for achieving the objectives of the Project.
15. To take up mid-term evaluation / appraisal of the project and suggest mid-way corrections if any
16. Sent weekly/monthly Reports to Districts Programme Officer.
17. Such other duties and responsibilities given by SIRD, RD & PR, PMU, Government of Tamil Nadu and the World Bank from time to time.
18. Facilitate "Multihazard risk and vulnerability assessment and develop repository of hazard /vulnerability and risk information.
19. Preparation / updation of annual vulnerability assessments and risk reduction reports at the District level.
20. Facilitate the preparation of Village Disaster Management Plan (VDMP) and provide guidance for updation and synergizing of Disaster Management /District Risk Reduction plans.
21. Compile all the VDRMPs in the Block

PROFILE

1. Bachelor's degree (any discipline), Post Graduate is an added advantage
2. Exposed to Disaster Risk Management / Rural Development initiatives
3. Preferable, native to the district
4. Having minimum of 3 years field work experience in working with the coastal communities.
5. Age - 30 to 40 as on 1.1.2014

REPORTING

Reports to the district coordinator

The contract will be initially for a period of 1 year from date of signing of contract. The contract if necessary may be extended by the Employer, based on the merit, for one more year as per the procedure.

**IMPLEMENTING AGENCY
(COMMUNITY BASED DISASTER RISK MANAGEMENT – CBDRM)**

**Rural Development and Panchayat Raj Department, Government of Tamil Nadu
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Kancheepuram - District 603 209**

TERMS OF REFERENCE (ToR) FOR [VILLAGE CLUSTER FACILITATOR\(CBDRM\)](#)

BACK GROUND:-

Based on the approval accorded by the Government of Tamil Nadu in the Government Order (Ms.) No. 145, Revenue (DM4(1), Department, dated 12.05.2014, it is proposed to recruit 57 (fifty seven) posts **CLUSTER CO-ORDINATOR (CBDRM)**

(to be stationed at coastal hamlets (villages) in block area, come under [Cuddalore](#), Kancheepuram, [Kanniyakumari](#), [Nagapattinam](#), [Thanjavur](#), [Villupuram](#), [Pudukottai](#), [Ramanathapuram](#), [Thiruvallur](#), [Thiruvarur](#), [Thoothukudi](#) and [Tirunelveli](#) Districts) to assist the Director, State Institute of Rural Development and the District administration in the implementation activities of the CBDRM, in the coastal villages in blocks area of the coastal districts concerned.

ROLES & RESPONSIBILITIES

1. Develop rapport with the local people at the coastal villages
2. Facilitate participatory disaster risk assessment
3. Facilitate participatory planning
4. Assist in the development of local plans and in having these local plans to be approved by the block/district to be integrated in the development plans.
5. Attend CBDRM trainings, conferences and meetings and other related activities
6. Helps in preparation and implementation of the plans
7. Facilitates in the organizing of the activities in the plan such as the preparedness, drills, etc.
8. Works with the local people and the various community groups
9. Provide training to the various community groups and volunteers from each coastal hamlets and facilitate the mobilization of these groups and communicates regularly with them
10. Maintain data base at the cluster levels, submit data to the blocks for consolidation at the block levels

11. Attend all such works in regard to the implementation of the CBDRM Project, as mentioned for the posts of Senior Consultant and Social Development Consultant.
12. Do field works in the block area
13. Form DRM Committees in the coastal villages
14. Arrange for training programmes / cultural programmes
15. Facilitate the coastal communities to prepare and VDRMP and up date during pre-monsoon period.
16. Organise mock drills
17. Co-ordinate with local communities, Village Panchayats, Government Department functionaries, NGOs and others.
18. Attend Monthly review Meetings
19. Send reports / details on the project
20. Maintain data bases on DRM and up date
21. Assist in distress relief

PROFILE

At least 3 years experience on working with communities in Disaster Risk Management related areas. - Preferably have organizing skills or community development work - Willing to learn and practice CBDRM process in coastal communities - Education: +2 pass (Minimum)

REPORTING

Report to the Block Facilitator

The contract will be initially for a period of 1 year from date of signing of contract. The contract if necessary may be extended by the Employer, based on the merit, for one more year as per the procedure.
