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**Terms of Reference for Individual Consultant
Integration of Disaster Risk Reduction Plan into Gaon Panchayat
Development Plan (GPDP)**

Location:	Guwahati, Assam
Application Deadline:	Fours Days from Advertisement
Type of Contract:	Individual Consultant
Post Level:	National Consultant
Language Required:	English, Hindi & Assamese
Duration of Initial Contract:	30 working days

Duties and Responsibilities:

The main objective of this consultancy is to undertake a critical analysis and assessment of the draft DRR manual and its relevance, effectiveness and linkage with the GPDP developed by Government of Assam. It would also ensure in taking necessary steps to address the critical steps under the GPDP to ensure that DRR is an integral part contributing towards resilience building of the vulnerable communities in Assam.

The consultant would work under the guidance of the DRR coordinator UNICEF, Assam & DRR Officer ASDMA, and will be responsible to undertake the following tasks:

- Analyze and review the GPDP already developed and identify various scopes and possible integration of DRR into its plans;
- Review the draft DRR plan developed by UNICEF, Assam and identify the strength, opportunities and possible linkages of the same with the GPDP;
- Interaction and consultations with various stakeholders at state, district, Panchayat and community levels on getting first- hand information and inputs on contribution of the DRR plan to ensure resilient development planning under the GPDP;
- Identify possible opportunities and linkages of the DRR plans with the GPDP;
- Recommendation of sectoral integration of the DRR into GPDP that addresses towards sustainable development and integrating into development process;
- Visiting to 5 GPs and 5 districts such as Barpeta, Dhemaji, Hailakandi, Morigaon and Lakhimpur in the state for field testing the GPDP manual
- Any other responsibilities that may be assigned to him within his contract period.

Period of Contract: 30 working days

Key Deliverables:

1. Submission of Inception Report on the assessment methodology, approaches and schedule of work plan following desktop review of various plans, documents and guidelines including the DRR plan and the GPD Plan: ***within 07 days of signing of the contract.***
2. Consultations, interactions and interview with various stakeholders from state to village level to get inputs on the possible linkages and integration: ***within 15 days of signing of the contract.***
3. Consultations workshop and sharing of recommendations of the desktop review and wider consultations: ***Within 21 days of signing of the contract.***
4. Submission of revised final DRR manuals through chapterization plans and recommended actions: ***within 29 days of signing of the contract.***

Required Skills and Experience:

**Addl. Secretary & S.P.C,
Assam State Disaster
Management Authority,
Dispur, Guwahati-06**

Academic Qualification and Experience:

- Master's Degree in Management, Social Science/work and Development Studies;
- Minimum 10 years of working experience in DRM/DRR, Humanitarian response, recovery and mitigation.
- Previous experience of undertaking assessments, evaluation at national/international levels on DRR and its various components.
- Proven experience of working at community level on DRR/Resilience building and recovery.
- Experience of working with government, line ministries and other bi-lateral and multi-lateral agencies.
- Strong analytical skills with understanding the comprehensive DRR and Resilience building approach.

Language skills:

- English, Hindi, & Assamese

Consultancy fees:

- Consultation fees Rs. 90,000/-
- Daily survival allowance in the field @ Rs.2500.00 per day for 15 days comes together Rs.37,500.00
- The travel expenses will be born by us duty station to home town and related local visit.

Payment Schedule:

- On submission of inception report: 10%
- On completion of field mission, consultations and workshop: 20%
- On submission of final revised manual with clear chaptalization plan: 70%

Note:

- The consultant would bring her/his own laptop during the entire period of work for this assignment.
- The consultant will work under the overall guidance and regular interaction jointly with the PPE & DRR Officer, UNICEF, Assam and SPC/DRR Focal point to UNICEF ASDMA until completion of the assignment.
- The duration of the contract may be extended depending on the situation and need if required on the decision of UNICEF/ASDMA, Guwahati.

Addl. Secretary & S.P.C,
Assam State Disaster
Management Authority,
Dispur, Guwahati-06