

TORs – CONSULTANCY FOR INITIATION OF NEW FEE-BASED COURSE(S)

Subject: **Consultancy Services Required**

1. National Disaster Management Authority (NDMA) intends to hire the services of the suitable consultant to initiate/develop a new disaster risk management (DRM) course on consultancy/contract basis as per the decided deliverables.
2. **Eligibility.** Details of the consultancy are as under:-
 - 1.1 **Title:** Consultant Disaster Risk Management Course Development
 - 1.2 **Qualification and Experience**
 - 1.2.1 **Qualification:** Master (16 years) or more degree in disaster management, DRR/M, social sciences, climatology, geology, sociology, gender studies, environmental sciences and relevant fields.
 - 1.2.2 **Experience:** Minimum 10 years relevant experience in government, semi government, research and higher education institution(s), non-governmental organization (NGO), international non-governmental organization (INGO).
 - 1.2.3 **Skills and Knowledge:** Demonstrable knowledge, experience of working/research/teaching DRR/M related areas, strong analytical skills and proven ability to design and prepare content in English as well as in Urdu. The proof of which will be produced with the application, at the time of interview and/or on demand any time thereafter.
 - 1.3 **Terms of References (TORs)**
 - 1.3.1 Evaluate and analyse the existing curriculum of DRM available at NIDM/NDMA.
 - 1.3.2 Design new DRM/DRR courses / modules in consultation with Senior Capacity Building Specialist (SCBS), NIDM.

1.3.3 Roll out newly designed course(s)/modules as per the instructions of SCBS NIDM.

1.3.4 Develop course handbook(s)/ package(s) for students, guidebook(s) for instructors/ resource persons and power point presentation(s) of the newly developed course (s)/module(s).

1.3.5 Any other responsibility/ change assigned by SCBS in connection with the project.

1.4 **Important Dates**

1.4.1 Submission of application along with personal profile, proposal and relevant documents - 25 Apr 2019

1.4.2 Interview/ discussion with/on candidate/proposal - 29 Apr – 3 May 2019 (contingent upon the availability of Chairman)

1.4.3 Intimation of successful proposal - 15 May 2019

1.4.4 Signing of consultancy contract/ agreement - 21 May 2019

1.4.5 Handing over scheme of studies of new DRM course and related documents - 31 Jul 2019

1.4.6 Roll out of new DRM course - 1st week of Sep 2019

1.4.6 Project completion report / Issue of NOC - 30 Oct 2019

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