

Assam State Disaster Management Authority

Vacancy Announcement

Application in Prescribed Form along with 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.

Sl. No.	Name of the Post	No. of posts
1	Flood Shelter Technical Lead	1 (one) No.

Last date for submission of application is **14th August, 2022** and scanned copy of application form along with other relevant documents should be mailed to fstechnical2022@gmail.com. No hard copies will be accepted.

Further details and prescribed application form may be seen / downloaded at ASDMA website <http://asdma.gov.in/> or <http://asdma.assam.gov.in>



**Joint Secretary &
Deputy Chief Executive Officer,
Assam State Disaster Management Authority.**

Invitation for Application for the position of Flood Shelter Technical Lead under Assam State Disaster Management Authority, Assam Integrated River Basin Management Project (AIRBMP)

Project/ Organization	Assam Integrated River Basin Management Project (AIRBMP), Government of Assam / Assam State Disaster Management Authority
Project Category	Flood Shelter Technical Lead
No. of Positions	1
Experience:	Minimum 5 (Five) years general experience in Civil Construction of public infrastructure, Overseeing the preparation of DPR, Structural Design, Knowledge of prevailing Structural design software, field supervision etc.
Type of Contract :	Individual Contract
Expected Duration of Assignment:	Duration shall be for minimum period of 1 (one) year and renewed based on performance and work requirement

A. Introduction

Assam is one of the States where flood creates havoc every year. The Government of Assam (GoA) recognizes that its capacity in water resources planning and management and disaster risk management needs to be strengthened to address the key water related risks through structural and non-structural measures. As part of this initiative, the Government of Assam (GoA), with financing and technical support from the World Bank, is implementing “Assam Integrated River Basin Management Project (AIRBMP)”. The project aims to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The program focuses on building the requisite institutional capacity, filling critical knowledge gaps, and implementing integrated solutions to tackle the current challenges for climate resilient growth and improved livelihoods. The AIRBMP has identified to build the capacities of relevant stakeholders for integrated water resources management and disaster risk reduction including the Assam Water Resources Department (WRD), Assam Disaster Management Authority (ASDMA), and Flood and River Erosion Management Agency of Assam (FREMAA), each of which has a role in water resources management and disaster-risk mitigation.

The Assam State Disaster Management Authority (ASDMA) is a statutory institution constituted as per the adoption of the Disaster Management Act 2005. The ASDMA is responsible for coordination and implementation of disaster preparedness, response and recovery in the State. ASDMA monitors various weather related natural hazards and

advisories from multiple sources which are communicated to field level functionaries and stakeholders. Strengthening the capacity of Assam State Disaster Management Authority has been recognised as a critical aspect in AIRBMP which includes institutional strengthening and modernising the disaster risk management system in Assam. In order to support ASDMA, an experienced Flood Shelter Technical Lead is required as Individual consultant as part of a team specific to the AIRBMP at ASDMA to analyse and verify the structural design in the DPR, overseeing the preparation of DPRs etc. for construction of Flood Shelters, both (new and retrofit/strengthen and augmentation of existing temporary shelters mainly schools augmentation of existing one (mainly schools) under Assam Integrated River Basin Management Program (AIRBMP), Phase I.

B. Scope of Engagement

The individual consultant will be engaged for analysing of structural design, monitor the implementation process for proposed construction of Flood Shelters (new, existing - retrofit/strengthen and refurbishment) under DPRs of AIRBMP. The consultant should convert these concepts to Action Plans and also have the capability to prepare Detailed Project Reports and support ASDMA in obtaining project clearances from World Bank/State Government. The individual consultant shall support ASDMA and liaise with PWD(B) throughout the procurement cycle and tender process, responding to technical pre-bid queries and technical evaluation of bids as per World Bank procurement guidelines.

C. Terms of Reference

1. Support the CEO, ASDMA in overall monitoring and coordination for construction of Flood Shelters (new, existing - retrofit/strengthen and refurbishment) under Phase I of AIRBMP.
2. Conduct a review of designs of proposed construction of Flood Shelters (new, existing - retrofit/strengthen and refurbishment) under DPRs of AIRBMP in coordination with ASDMA and PWD (B).
3. Develop a checklist for assessing the enabling environment including institutional, legal, economic, technological and environmentally sustainable criteria for successful construction of Flood Shelters (new, existing - retrofit/strengthen and refurbishment) in coordination with PWD (B).
4. In consultation with the other lead specialists hired under AIRBMP, the Consultant will provide overall support in planning, design, procurement, implementation, monitoring and evaluation for flood shelter components of AIRBMP.
5. Coordinate with other government departments, administration, and other relevant stakeholders to ensure timely implementation of the project.
6. Monitor fiduciary, environment and social safeguards procedure and processes detailed in the Environment and Social Framework for AIRBMP agreed between Government of Assam and the World Bank.
7. Guide PWD to ensure compliance with World Bank's Procurement Guidelines for goods, services and works, as agreed between Government of Assam and World Bank for approved activities under the flood shelter components in the AIRBMP.

8. Supervision through regular site visits, to monitor physical and financial progress and also submit reports regarding corrective actions if required, on a case-to-case basis, and include the same in the progress report
9. Prepare annual procurement plan and tender document in consultation with PWD(B) and revisions thereof, if any, of the works assigned for execution by PWD
10. Support the technical aspects of procurement including drafting of procurement documents (ToR, RFPs and bids), responding to technical pre-bid queries and technical evaluation of bids supporting PWD(B) as per World Bank procurement guidelines.

D. Qualifications and Experience

The Flood Shelter Technical Lead shall have:

- M.E. / M. Tech in Civil Engineering
- Candidates having advanced academic/professional qualification in Structural Engineering will be an added advantage.

General Experience:

- A minimum of 5 (Five) years of general experience in Civil Construction of public infrastructure, overseeing the preparation of DPRs, Structural Design, Knowledge of prevailing Structural design software, field supervision etc.
- Experience in carrying out public works in rural Assam will be desirable. Knowledge of Assamese/Bengali/Bodo language is desirable.

Specific Experience:

Experience in World Bank/ADB projects or Public Sector Undertaking (PSU) or any leading private construction company at national level

E. Facilities to be provided by Client

ASDMA will provide the Consultant with 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 as deemed suitable under the project.
- The PIU may provide further reasonable assistance in connection with carrying out his / her responsibilities as and when required.

F. Duration of Engagement

- The duration shall be for minimum period of One year, to be reviewed and renewed based on performance and work requirement. The consultant shall be

based full time at the ASDMA/PWD office and must be willing to travel extensively in other districts of Assam to different project sites.

- The engagement will be purely on a contract basis and you will not be entitled to any claims, right, interests or further benefits in terms of regulation or consideration of further appointment to the said post or any other post.
- Your services shall stand automatically terminated at the expiry of contract period.
- Notwithstanding anything contained herein above, your service may be terminated at any time if you are found to be guilty of any insubordination, intemperance or other misconduct as per Assam Civil Service Discipline & Appeal Rules or of any breach or non-performance.
- Either party may terminate this contract at any time, upon 15 working days written notice to the other party.

G. Travel Requirements: The Consultant will be required to undertake field-visits and tours as per the project requirements.

H. Reporting and Performance Review

The Consultant will report to the Joint CEO of ASDMA and his/her performance shall also be reviewed by the Joint CEO

I. Remuneration

Rs. 80,000/-to Rs. 90,000/- per month (inclusive of local taxes) and will be fixed during negotiations. No separate TA/DA and Allowances are admissible

Instructions to Applicants

Selection Criteria-

The selection committee will select any candidates for the positions by following way:

Step I: Short Listing of the Applications

- i. Application according to the given format
- ii. Basic Education Qualification
- iii. Year of Experience
- iv. Knowledge of Structural Design Tools/Software.

Step II: Interview

- i. Attitude (10 marks)
- ii. Domain Knowledge & Communications (10 marks)
- iii. Cross verification of Step I (10 marks)

How to apply:

Candidates are requested to apply in application format provided along with this ToR, on or before **14th August, 2022**. Scanned copy of application form along with other relevant documents should be mailed to fstechnical2022@gmail.com

No hard copies will be accepted.

Related Information:

- i. The candidates should maintain and operate an email during the duration of the recruitment. All correspondences will be through email only.
- ii. Due to the expected high number of applications, only shortlisted candidates will be called for round of interview.
- iii. This is an indicated ToR only. The CEO, ASDMA reserves the right to change, update or modify this ToR at any stage during the recruitment process or at the time of signing of the Contract Agreement.

APPLICATION FORM FOR THE POSITION OF _____

1. Full Name of the candidate (In Block Letters):
2. Father's/Husband's Name :
3. Mother's Name :
4. Gender:
5. Marital Status :
6. Nationality :
7. Permanent Postal Address (attach a copy of evidence):
8. Police Station:
9. Current Address:
10. Mobile No.:
11. Mobile No. (WhatsApp messenger) :
12. Email ID :
13. Passport No. (If available):
14. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
15. Age (As on 1st June 2022) : _____ Years _____ month(s)
16. Current Designation:
17. Current Employer's Full Address with contact email and phone number:
18. Educational Qualification (attach copies of certificates):



Sl	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

19. Training details relevant to the position applied (attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

20. Total Professional Experience : __ Years ____ month(s)
21. Details of Professional Experience (Starting from latest **)(attach copies of experience certificates):

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Last net salary drawn (per annum)	Summary of Services provided

**** Attach latest salary certificate.**

22. Write a brief note describing why you would like to be associated with us : *(Maximum 250 words)*

23. Languages proficiency:(please tick ✓)

Sl.	Language	Read	Write	Speak

24. Computer/Software proficiency:

Sl.	Program/Software/Applications	Excellent	Good	Average

25. Names and Addresses of two persons from whom we may seek reference about you:
(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

Sl	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

26. Have you ever been discharged or forced to resign from any position? *(If yes furnish details)*

Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the ASDMA to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by ASDMA would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Signature of the Candidate

Date : _____
Place : _____

IMPORTANT Notes:

- Candidates shall complete this application in not more than 8 pages strictly as per the above format, along with self-attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. *The complete application (only in PDF format) along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.*

2. While self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application (only in PDF format).
3. Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications may be rejected.